

POSITION DESCRIPTION

Position Title:	Team Leader, Sector Development
Reports to:	Director of Sector Development
Direct Reports:	Training Lead, Community Engagement Lead, Comms, Marketing and Events Lead
Date:	June 2026
Award:	SCHADS
Award details:	Level 6 <i>Children by Choice can offer salary sacrifice up to \$15,900 per year tax-free for general living expenses. Additionally, employees can salary sacrifice up to \$2,650 per year for meals and entertainment, bringing the potential tax-free benefit to \$18,500 annually.</i>
Employment Status	Permanent parttime
Hours:	0.8 FTE (4 days per week)
Location:	Milton, Queensland, Travel will be required at different times both across the state and interstate

ABOUT CHILDREN BY CHOICE

Children by Choice is a proudly feminist, values-driven organisation working to advance reproductive rights and equity across Queensland. We provide all-options pregnancy support and counselling, education, advocacy, and consumer engagement, ensuring every person can make informed choices about pregnancy, parenting, kinship care and abortion care.

Children by Choice holds the following values: Pro Choice. Collaborative. Compassionate. Feminist. Integrity.

It is a genuine requirement of this position that the Pregnancy Options Specialist is a woman as per the exemption granted to Children by Choice by the Queensland Industrial Relations Commission. [Children by Choice Association Inc. is exempt from the operations of sections 14, 15, 15A, 124, and 127 of the Anti-Discrimination Act 1991 in relation to attribute in s 7(a).]

PURPOSE OF THE ROLE

Leaders in protecting, supporting and advancing reproductive rights.

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The Team Leader, Sector Development is responsible for the day-to-day operations and people leadership of the Sector Development team, ensuring training, community engagement, contract deliverables and fee-for-service work is delivered on time, to quality, and within budget. The role provides hands-on operational management and oversight, workload planning support, project coordination, supervision and performance support, directly supporting the Director of Sector Development to focus on strategic priorities, including national expansion and fee for service opportunities.

The Team Leader is responsible for delivering training as a second trainer/co-facilitator, keeping them close to frontline delivery and able to model and coach facilitation practice across the team. The role supports the development and execution of CbyC's fee-for-service and funded initiatives, working alongside the Director to scope, plan and deliver revenue-generating training opportunities.

This role requires strong people management, project management and facilitation skills, with the ability to juggle multiple projects and competing deadlines while keeping the team focused, supported and accountable. The Team Leader is anchored in feminist principles, reproductive justice, and trauma-informed practice, and models CbyC's high-trust, high-accountability team culture.

KEY RESPONSIBILITIES

Team Operations & Project Management

- Manage the day-to-day operations of the Sector Development team, ensuring training, engagement and project activities are planned, resourced and delivered on schedule.
- Coordinate workload allocation and capacity planning across the team, balancing competing projects and deadlines to ensure sustainable, equitable delivery.
- Track multiple concurrent projects and deliverables, proactively identifying risks, dependencies and bottlenecks, and escalating to the Director of Sector Development where needed.
- Maintain accurate operational records, project plans and reporting documentation to support team performance and contract acquittal.
- Lead or support team meetings, planning sessions and reflective practice to keep work organised and aligned with priorities.

People Management

- Provide day-to-day supervision, coaching and performance support to direct reports, including regular check-ins and constructive feedback.
- Foster a high-trust, high-accountability team culture aligned with CbyC's feminist and collaborative values, supporting staff to problem-solve independently.
- Support recruitment, onboarding and induction of new team members and contracted facilitators.
- Identify professional development needs and support team members' growth and capability building.
- Manage routine people issues as they arise, escalating complex performance or conduct matters to the Director of Sector Development.

- Work closely and collaboratively with the Director to plan and evaluate team projects and ensure performance measures remain accurate and fit-for-purpose across the portfolio

Training Delivery (Second Trainer)

- Co-facilitate CbyC training programs as a second trainer, supporting lead facilitators and stepping in to deliver training directly as required.
- Model high-quality facilitation practice, including Values Clarification and Attitudes Transformation (VCAT) methodology and trauma-informed practice, and provide in-session coaching to less experienced facilitators.
- Maintain currency in CbyC's training content and delivery approach to remain confident and effective as a co-facilitator across the training portfolio.

Project Support

- Support the Director of Sector Development to scope, plan and execute fee-for-service projects and initiatives, including the Reproductive Rights and Abortion Conference.
- Coordinate the practical delivery of fee-for-service projects, including scheduling, resourcing, client liaison and quality assurance.
- Track project progress, budgets and deliverables for fee-for-service work, flagging risks or delays early.
- Contribute to the ongoing development of scalable training models, projects and initiatives including train-the-trainer and multi-site delivery approaches.
- Evaluate and be proactive in planning for future projects and delivery of training.

Organisational Contribution

- Contribute to Sector Development planning, budgeting and reporting processes as required.
- Proxy and deputise the Director Sector Development as needed to ensure continuity and consistency in leadership
- Participate in organisational meetings, quality improvement activities and child-safe compliance processes.
- Deputise for the Director of Sector Development on operational matters as required.
- Undertake other duties consistent with the role and classification level as required.

SELECTION CRITERIA

Essential:

- Tertiary qualification in education, public health, social work, business/project management or a related field, or equivalent demonstrated experience.
- Demonstrated experience in people management, including supervision, performance support and team culture-building, ideally in a health or community services context.
- Strong project management skills, with proven ability to plan, coordinate and deliver multiple concurrent projects and deadlines.
- High-level facilitation skills, with demonstrated experience delivering or co-delivering training to diverse professional and community audiences.

- Experience supporting or delivering fee-for-service, contracted or revenue-generating programs.
- Strong organisational and time management skills, with the ability to juggle competing priorities calmly and effectively.
- Sound judgement and the ability to work autonomously, escalating appropriately while solving problems with initiative.
- Strong stakeholder engagement and relationship management skills.
- Proficiency with digital tools for project coordination, training delivery and team collaboration, including Microsoft 365.
- Current Blue Card, police check, and driver's licence.
- Willingness to travel occasionally across Queensland and interstate, with occasional evening or weekend work.
- Commitment to the vision, mission and values of Children by Choice, including support for reproductive justice and abortion access.

Desirable:

- Formal qualification or certification in project management, training and facilitation, and or people management.
- Knowledge of Values Clarification and Attitudes Transformation (VCAT), transformative learning, or adult learning principles.
- Experience working in reproductive health, sexual health or stigmatised service contexts.
- Knowledge of Queensland health system structures and workforce capability frameworks.
- Knowledge of Child Safe Standards, the Human Services Quality Framework (HSQF), and nonprofit governance.

PERFORMANCE MEASURES

- Sector Development team projects and deliverables are consistently delivered on time, to quality, and within budget.
- Effective team leadership evidenced by team performance, professional development outcomes and staff retention.
- Manages time and workload independently across multiple concurrent projects, problem-solves with initiative, and presents solutions (not just problems) to the Director of Sector Development.
- Demonstrated alignment with organisational values, feminist practice and child-safe standards.
- Works collaboratively with the team and Director of Sector development to ensure all programs and projects are quality assured, engaged in continuous improvement and are strategically aligned to the organisation.

We appreciate the time and effort of all applicants. Please note that only those shortlisted for an interview will be contacted.

Children by Choice is committed to child safety and wellbeing. We have zero tolerance for child abuse and welcome applications from people who share our values. Our service values diversity

and acknowledges that inclusive spaces generate creativity and innovation in perspective and problem solving while producing more sustainable and effective outcomes.