

Program Coordinator

Kids in Philanthropy — Role Description

About KiP

Kids in Philanthropy (KiP) delivers structured, experiential philanthropic learning journeys for young people aged 5–20. Our programs build young people’s knowledge of social issues, develop their capacity to take action, and create real opportunities to direct resources toward causes that matter to them.

Through KiP programs, young people explore local social issues, connect with charities, and take hands-on action — preparing essential goods like meals, care packs, hygiene products, clothing and stationery for people in need in their community.

KiP is a small but driven team. We work closely together, are passionate about what we do, and value supporting each other along the way. We operate a cross-subsidy model: fee-for-service programs with private schools and corporates fund free or subsidised programs for young people experiencing disadvantage.

To support our continued growth, both across low socioeconomic communities and our fee-for-service school bookings, KiP is seeking a Program Coordinator to join our team.

Role Snapshot

Title	Program Coordinator
Reports to	Program and Engagement Manager
Location	Remote, flexible
Status	Part time
Term	One year fixed term with funding to extend for at least three years
Remuneration	SCHADS Award, starting from Level 4
Working hours	22.25 hrs/wk with other arrangements considered for the right candidate

Role Purpose

To coordinate and oversee KiP’s programs, and to drive growth in fee-for-service bookings by proactively building relationships with prospective schools.

Role Relationships

You will develop close working relationships with internal and external stakeholders, including:

- KiP Board members
- KiP CEO and Program and Engagement Manager
- KiP Committee members / volunteers
- Schools and corporate partners
- KiP NFP partner organisations

You will work directly with the KiP CEO and Program and Engagement Manager on budgeting, strategy, recruitment and marketing decisions. You will be required to exercise independent judgement on program expenditure, partner outreach, and other day-to-day functions.

Role Responsibilities

As a member of the KiP team in support of our mission, vision and values, the responsibilities are as follows:

School Programs & Sales

- Drive program sales by proactively identifying and approaching prospective fee-for-service schools and corporates, alongside following up and converting inbound inquiries into confirmed bookings — building and maintaining a pipeline of prospective partners, tracking conversion from first contact through to signed program agreement
- Liaise with schools, charity and social enterprise partners to create and deliver programs consistent with KiP's mission, values, policies and procedures, and with the educational, curriculum and operational requirements of schools
- Coordinate delivery of sessions, including KiP and NFP partner personnel present on the day, age-appropriate activities, run sheets and timetables, and ensuring all materials and equipment are ready
- Manage roster of KiP facilitators
- Manage all inquiries from schools and corporate partners
- Set and manage project budgets under the supervision of the Program and Engagement Manager
- Liaise with schools, charity partners and KiP personnel after the program is delivered to gather feedback and deepen relationships
- Evaluate project performance

Operations and Human Resources

- Work with the Program and Engagement Manager to improve KiP systems and processes to deliver high quality, affordable programs
- Document systems, content and other crucial information
- Support the recruitment and onboarding of new facilitators
- Manage workflow for some junior team members

Other

- Support grant writing and business development as needed
- Coordinate KiP's event calendar
- Document outcomes and prepare quarterly reports for the Board

Requirements

Kids in Philanthropy is a child safe organisation. A current Employee Working with Children Check (WWCC) card will need to be provided prior to commencement, and currency maintained for the period of engagement with KiP.



Experience in the following areas will be viewed favourably:

- Client-facing roles, partnerships, account management, or sales
- Education sector
- Improving processes and systems

How to Apply

Please apply via the Ethical Jobs website.

Applications will be reviewed on a rolling basis. We encourage early applications.