

Position Description

Manager, Building Early Education Fund

Context of the Role

The Building Early Education Fund (BEEF) is a Commonwealth Department of Education initiative to fund the building or expansion of early childhood education and care (ECEC) services in areas of need across Australia. The Department of Education has set aside funding specifically targeted at establishing new ECEC services developed and operated by Aboriginal and Torres Strait Islander community-controlled organisations (ACCOs). SNAICC has been engaged to provide support for ACCOs wishing to apply for this funding and to advise the Department on an appropriate site selection process.

Position summary

The Manager Building Early Education Fund will lead and coordinate SNAICC's partnership activities with Department of Education to maximise the impact of the Building Early Education Fund for new or expanding early learning services operated by Aboriginal Community-Controlled Organisations. The role will oversee project planning, governance, stakeholder engagement, site selection processes, community co-design, business case development, reporting and risk management to support the establishment of new, sustainable ACCO-led early childhood education and care services.

The Manager, Building Early Education Fund will work in partnership with stakeholders across ACCOs, mainstream, and non-government sectors to ensure the successful delivery of the project. This role will require a strong knowledge of the Early Years regulatory and compliance system, deep knowledge and skills relating to establishment of a Long Daycare business and strong knowledge of the ACCO ECEC sector. The incumbent will play a critical role in providing support to grantees and representing them in advice to the Commonwealth Department Education in matters impacting the grant.

As part of the Child Development team, and in accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures, the Manager, Building Early Education Fund reports to the Relevant Director and works closely across the Child Development teams.

SNAICC Child Development Unit aims to represent, build, and grow the community-controlled early childhood education and care (ECEC) sector across the country. The unit works to ensure children have access to high-quality, sustainable, culturally safe, and secure services in the early childhood education and care sector. The team manages partnerships, sector and membership engagement and delivers targeted workforce, training and support activities, tailored to the service profiles and operating context of organisations. The Unit also strives to enhance the accessibility, quality, and sustainability of services for Aboriginal and Torres Strait Islander children, ensuring their holistic development and well-being. This is facilitated through various programs including Connected Beginnings, National Workforce Retention Grant, Nest and Nurture, Inclusion & Accessibility and Early Years Support across NSW, SA, QLD, VIC and WA.

Key Responsibilities

- Lead the day-to-day delivery of SNAICC's BEEF project, ensuring activities and deliverables are delivered on time, within scope, at the quality required and within budget.
- Oversee longlisting and shortlisting processes for potential community sites, drawing on quantitative data, existing scoping work and community consultation insights.

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- Manage the co-design process for the targeted ACCO grant approach, including eligibility considerations against grant opportunity guidelines and assessment processes.
 - Work with and support ACCO ECEC grantees through the development and facilitation of tools and resources, and act as an intermediary and broker of additional services that support the grant delivery.
 - Identify recruitment needs and support services to implement talent attraction and recruitment process.
 - Develop and monitor a risk management plan including appropriate escalation and mitigation strategies.
 - Identify other grant opportunities for ACCO's, including operational support funding options available to BEEF recipients, and capital works grants in NSW, Victoria, South Australia and other jurisdictions.
 - Develop and maintain effective relationships with internal and external stakeholders, including government representatives, ACCOs, architects, contractors, and SNAICC Policy & Research teams, facilitating collaboration, stakeholder engagement, and the successful delivery of BEEF program objectives and deliverables.
 - Establish appropriate project governance and coordinate it for effective steering and advice of the BEEF project.
 - Develop, implement and evaluate continuous improvement and evaluation processes to ensure project and service objectives are achieved and sustained.
 - Provide expert advice and advocate for reform initiatives aimed at legislative changes to drive advancements in the Early Childhood Education and Care (ECEC) sector.
 - Manage the reporting requirements, risk and compliance obligations of SNAICC's BEEF contract, including oversight of accurate record keeping to support audit requirements, and ensure all key deliverables are met through timely monthly progress and quarterly reporting.

Quality and Compliance

- Provide strategic advice, facilitation, mentoring and complex problem-solving support to communities and services, promoting collaboration, continuous improvement and high-quality practice.
- Support new and existing services to meet National Quality Standards and maintain compliance with relevant legislation, organisational policies and procedures.
- Contribute to quality assurance activities by identifying, developing, implementing and evaluating quality improvement initiatives, and actively participating in internal and external audits.
- Identify, monitor and manage key risks, ensuring appropriate escalation, compliance oversight and timely responses to support quality service delivery.

Leadership and Team management

- Work collaboratively with leadership across the unit to ensure a strategic, clear and holistic approach to the unit's work.
- Establish, implement, and oversee team work plans, and project plans for the effective development, implementation and review of team priorities and projects.
- Communicate effectively with team members and lead the creation of a positive team culture.
- Lead and develop staff skillsets, including identifying opportunities for development, responsive and consistent service provision, quality and streamlined daily practice and continuous improvement.
- Actively support and demonstrate inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct.

Safety and Wellbeing

- Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices.
- Identify and seek appropriate resources to support staff health and wellbeing.

Common duties shared with other SNAICC staff

- Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.
- Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.

Significant relationships

EXTERNAL

- Aboriginal & Torres Strait Islander Early Years Services
- Relevant peak bodies
- Funding bodies (govt & non-govt)
- SNAICC's membership

INTERNAL

- Child Development team members
- SNAICC Business Units: Office of the CEO; Programs; Policy and Research, Child Development

Key Selection Criteria

Knowledge & experience

- Broad knowledge and understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.
- Experience managing/supporting capital build projects and/or development of new programs or human services projects.
- Knowledge or experience working with ECEC policies, service operations, and system elements including regulation, funding, service quality standards; this should include the National Quality Framework, Approved Providers application and Child Care Subsidy scheme.
- Deep knowledge of the operational, staffing, safety, compliance and regulatory requirements to open a long day care for business.
- Experience liaising with ACCO's and communicating with Aboriginal and Torres Strait Islander communities, community leaders, children and families in a culturally safe way.
- Experience in service workforce development and retention; ideally with early years education or health services.
- Demonstrated understanding of systemic barriers which have historically hindered the establishment of a developed workforce in ACCO-led ECEC services.
- Knowledge of workplace obligations and experience in leading and cultivating workplace practices and behaviors that promote, support, and maintain a safe, healthy, equitable, diverse, and respectful workplace.
- Strong experience in establishing and sustaining effective collaborative professional relationships and partnerships with a broad range of stakeholders across non-government, government, philanthropic, and Aboriginal and Torres Strait Islander community.
- Well-developed advocacy, stakeholder engagement and communication skills, including the ability to influence government and key stakeholders, and prepare high-quality reports, briefings and other written communications.
- Outcomes oriented and capacity to deliver meaningful results while valuing culture, difference, and diversity.

Qualifications & requirements

- Considerable relevant experience and/or tertiary qualification
- Employee Working with Children Check (WWCC)
- Current National Police Check (no older than three months)
- Current Driver's License.

- Considerate travel is required for the role, with intra and interstate, and into remote and very remote communities.

Who we are

SNAICC – National Voice for our Children is the national non-government peak body for Aboriginal and Torres Strait Islander children and families, and the sectors that support them. Since **1981**, we have been a strong National Voice representing the interests of Aboriginal and Torres Strait Islander children, families, communities and organisations across Australia. Our work focuses on three key areas: research and **policy**, **advocacy** and **sector development engagement and innovation**.

SNAICC is governed by a Board of Directors and a Council made up of Aboriginal and Torres Strait Islander community-controlled organisations and leaders from the early years, child safety, development and wellbeing sectors.



For more information about SNAICC, visit our website and view our [Strategic Plan 2025-2028](#).

Our shared values

- **Cultural safety:** Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.
- **Collaboration & trust:** We value reciprocity and partnerships. We show curiosity rather than judgment and give people the benefit of the doubt.
- **Respect & kindness:** We are all valued and valuable. We communicate with people holistically, recognising their humanity.
- **Accountability & integrity:** We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.
- **Staff wellbeing:** We are committed to the wellbeing of our staff.

Organisational expectations

- Compliance with organisational policy and procedures, including code of conduct.
- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.
- Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with Workplace Health and Safety legislation, standards, SNAICC WHS policies and procedures to participate in the achievement of a safe working culture.
- Where appropriate, participate in workplace inspections, accident reporting and investigations and provide information, instruction and coaching.

Acknowledgement of incumbent

I have read and understood the requirements of the position.

Name:

Signature:

Date: