

Position Description

Title:	SRF Planning and Administration Lead
Business unit:	Early Learning
Location:	As per employment agreement
Employment type:	As per employment agreement
Reports to:	TBC

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

To support the effective planning, tracking, implementation and acquittal of School Readiness Funding across Uniting Early Learning services, reducing the administrative burden on services and helping ensure funding is used well, on time, and in line with Department requirements.

2. Scope

Budget:

Nil

People:

Nil

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3. Relationships

Internal

- Service Leaders
- Educators and support staff
- Early Learning Management team
- Finance Team

External

- SRF Suppliers
 - Department of Education
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4. Key responsibility areas

SRF plan tracking and monitoring:

- Maintain SRF tracking tools for all participating services.
- Track approved spend, committed spend, invoices, remaining balances and forecast underspend.
- Provide regular service-level updates to Service Leaders so they know where their plan is up to.
- Identify services at risk of underspending or not meeting plan timelines.

Planning and implementation support

- Support services to understand their SRF plans, priority areas, outcomes and measures of success.
- Support plan variations where funding needs to be redirected.
- Assist with planning including mid year reviews

Administration and compliance

- Support documentation, evidence collection and record keeping for SRF reporting and acquittal.
- Ensure spending is tracked in line with Department requirements, including Menu and Flexible Funding rules.
- Keep clear records of quotes, bookings, invoices, delivery dates and acquittal evidence.
- Support leaders to prepare for SRF reporting requirements.

Provider and booking coordination

- Liaise with SRF Menu providers, trainers, allied health providers or other approved supports as needed.
- Coordinate quotes, booking dates, confirmations and follow-up.
- Identify opportunities for services to share providers, professional learning or resources where this gives better value.

Support for services

- Provide practical support to Service Leaders and Program Managers.
- Build confidence for staff who find the SRF tracking tools or funding rules difficult to navigate.
- Provide simple summaries rather than expecting services to interpret complex spreadsheets.
- Support new leaders or services with lower SRF experience.

Portfolio reporting

- Provide regular portfolio-level reporting on SRF spend, commitments, risks, underspend and implementation progress.
- Identify trends across services, including common support needs or opportunities to improve planning.

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- Provide leadership with a clear view of how SRF is being used and where additional support is needed.

Personal accountability:

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Demonstrate professional integrity through leadership, showing initiative and being accountable.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - based on a relationship with a current member of Uniting's workforce
 - based on my ongoing work with another organisation.

5. Person specification

Qualifications

- Administration Qualification preferred

Experience

- Strong administration, coordination and tracking skills.
- High attention to detail, particularly with financial tracking and reporting.
- Confidence using Excel or similar tracking tools.
- Ability to interpret funding guidelines and apply them consistently.
- Understanding of SRF, kindergarten funding or Department reporting requirements would be highly desirable.

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values.
- Child safety: demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Strong communication skills, with the ability to explain complex information simply.
- Ability to manage competing priorities across multiple services.

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6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

7. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: