

POSITION DESCRIPTION

Aboriginal Playgroup Program Coordinator

Reports to	Programs Manager		
Team	Development Team		
Line Manages	Aboriginal Playgroup staff		
CEO approval		Date	

Job Summary

- Part time position based in North Perth, Western Australia
- Manages and coordinates operational and contractual activities associated with the provision of developmentally and culturally appropriate family playgroups in various regional locations with the aim of:
 - supporting and strengthening parenting/caregiver roles and capacity;
 - enhancing family wellbeing; and
 - contributing to children’s healthy development and school readiness.
- This position involves travel within regional WA, usually for several days at a time
- Aboriginality is considered a genuine occupational qualification for this role under Section 50D Equal Opportunity Act 1984 (WA).

Duty Statement

Program Management

- In collaboration with the Programs Manager plan, implement and oversee all aspects of the Aboriginal Playgroup program as per contractual and organisational requirements.
- Line manage Aboriginal Playgroup Facilitators, ensuring quality service provision.
- In collaboration with the Program Manager identify and address staff development needs.
- Provide support, mentoring and training to playgroup staff and volunteers as required.
- Provides information and support to playgroup staff to assist them in providing developmentally appropriate play experiences with their young children and support the transfer of learning to home and other environments as appropriate.
- Assist playgroup staff to link families with local services, particularly health and schools, and support their engagement in their children’s development and transition to school.

Planning and Reporting

- Plans, develops and coordinates processes for collecting and recording data and other information required for program reporting.
- Completes reports in accordance with contractual and other program requirements.
- Liaises and consults with Funding Contract Managers

Financial Accountability

- In collaboration with the Programs Manager, develops, manages and monitors program budgets.
- Maintains expenditure records and receipts in accordance with PGWA processes

- Monitors and coordinates playgroup purchasing in consultation with Line Manager and playgroup staff and in accordance with PGWA processes

External Relationships

- Builds and maintains effective relationships with relevant stakeholders including Aboriginal Corporations and sub-contractors.
- Identifies and implements strategies to facilitate relationships within the various communities in which relevant Aboriginal playgroups operate
- Promotes the benefits of playgroup participation within communities
- Provides advice and support to external organisations in relation to establishing or managing Aboriginal playgroups

Organisational Requirements

- Maintains a safe working environment and report all incidents and near misses to the Line Manager.
- Follow Playgroup PGWA WHS policies, procedures and guidelines.
- Participates in meetings with PGWA teams and contribute to the broader PGWA operational and strategic processes, , in person or other by means in consultation with the Line Manager.
- Undertakes professional development in consultation with the Line Manager and in accordance with PGWA requirements.

Selection Criteria

Essential

1. Aboriginality is considered a genuine occupational qualification for this role under Section 50D of the Equal Opportunity Act 1984 (WA)
2. Demonstrated experience in community capacity building and culturally appropriate service delivery for Aboriginal and Torres Strait Islander families and their young children.
3. Understanding of contextual issues facing Aboriginal and Torres Strait Islander families and communities.
4. Strong organisational, problem solving and time management skills
5. Capacity and experience in building collaborative working relationships with stakeholders
6. Skills in managing and developing staff
7. Knowledge of early childhood development and the importance of play
8. Highly developed interpersonal skills.
9. Strong writing skills
10. Ability to use Microsoft Office applications.

Desirable

1. Experience working in a playgroup or similar environment

Other Requirements

- Current Working with Children Check
- Current Police Clearance
- Current First Aid Qualification
- Reliable vehicle for work related travel (mileage will be paid for business use)
- Current valid Driver's Licence for use in WA