

POSITION DESCRIPTION

Position Title:	Education Program Coordinator
Location:	Various
Employer:	Bravehearts
Terms:	Various
Reports to:	National Education Teams Co-ordinator and National Education Program Manager (working relationships with all National Program Managers)



Our Vision

To make Australia the safest place in the world to raise a child.

Mission Statement

Our Mission is to prevent child sexual assault in our society.

Guiding Principles

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour and without compromise and to continually ensure that the best interests and protection of the child are placed before all other considerations.

Guiding Values

Our guiding values are to at all times do all things to serve our Mission with uncompromising integrity, respect, energy and empathy, ensuring fairness, justice and hope for all children and those who protect them.

PURPOSE OF POSITION:

The Education Program Coordinator is responsible for execution of the suite of education program/s that Bravehearts offer throughout the appointed location and the surrounding region (as determined by Head office). Additional Office management tasks are allocated to this role which relate to the running of the branch and supervision of the team (approximately 2-3 staff). The coordinator will ensure that the Bravehearts branch works within the agreed business model and in alignment with Bravehearts organisational mission and vision.

General Office management/administrative duties and coordination and analyse of branch KPI's will be a primary task of the position.

Term of Appointment

The term of appointment will vary depending on location and be as required by the program.

Remuneration range

Social, Community, Home Care and Disability Services Industry Award 2010.

PRIMARY DUTIES AND RESPONSIBILITIES:

Reporting Relationships

The Education Program Coordinator's direct report is to National Education Teams Co-ordinator and National Education Program Manager located at Bravehearts Head Office and has a direct working relationship with all other National Program Managers.

Management tasks:

- Provide timely reporting to head office, board and government bodies and stakeholders;

- Human Resource requirements, i.e monitor and approve annual leave, sick leave, rostering, general workplace health and safety, monitoring office dynamics to ensure a harmonious working environment, reporting HR issues to head office, time sheet approval and performance appraisals (where requested);
- Maintain office equipment register and notify of any defects, repairs needed to head office;
- Ensure that branch service delivery reports are forwarded to head office in a timely manner;
- Maintain Marketing / Event Plan, locating and promoting opportunities for Bravehearts in the local community including attending meetings with local community;
- Provide weekly branch reports to head office;
- Assist Program Managers with training and development where required.

Additional tasks

- Maintain Grants register and assist with preparation of funding applications (on request);
- Liaison with other community organisations.

General

- Participation in the live performance in either roles of facilitator or “ditto” character.
- Facilitate delivery of the parent/teacher information clips on occasion.
- Telephone contact with primary schools/day care centres and communities to introduce the education program.
- Any general administration associated with the program.
- Packing of ditto show bags and stock control activities.
- Contact with community groups to introduce/promote education programs.
- Liaison with other community organisations to develop relationships and referrals.
- Manage and attend to approved projects and provide timely updates on progress and implementation.
- Ensure Seamless communication to clients and work colleagues.
- Meet and where possible exceed agreed personal Key Performance Indicators.
- Participate in bi annual Planning and Support Sessions
- Partake in self-care activities.
- Work as part of a team to attain Bravehearts mission.
- Assist in all general duties that may be required to ensure that the team runs efficiently
- Travel to other areas (including air, which may also include overnight stays) from time to time.
- Oversee Stock and general consumables ordering.

PERSONAL SPECIFICATIONS:

Qualifications/Experience:

- A tertiary qualification may be required in related field depending on additional tasks allocated.
- A minimum of 2 years’ experience in working with young children is preferable.
- Supervisory / management experience.
- Experience and understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices preferable.

Personal Qualities:

- The appointee should have personal qualities of integrity, sound judgement, high levels of communication and negotiation skills and respect for individuals.
- The capacity to work enthusiastically within the parameters of the Bravehearts mission and philosophy and to its vision for an optimum contribution to the lives of children who have been sexually assaulted, their non-offending family members and primary caregivers.
- Principles of social justice will underpin the appointee’s practice.

Skills and Abilities:

- Excellent communication.
- Public speaking / acting.
- Supervisory / training skills.
- Working with a team of staff.
- Exceptional organisational skills.
- Intermediate use of Microsoft office suite and keyboard skills.
- Good literacy.
- Leadership skills.

I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I have read, agree and understand my position description. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____