

Position Description

Position Title:	Education Coordinator
Level:	Social, Community, Home Care and Disability Services Industry Award 2010 Level: 4
Location:	Various
Employer:	Bravehearts
Reports to:	Education Operations Manager

Our Vision

A world where people, communities and systems all work together to protect children from sexual abuse.

Our Mission

To provide a coordinated and holistic approach to the prevention and treatment of child sexual abuse.

Our Values

Integrity: We act with integrity, demonstrate accountability, honesty, and at all times, behave ethically.

Respect: We behave and communicate with inclusivity, mindfulness, and professionalism whilst continually embracing diversity.

Energy: We unreservedly apply ourselves using all efforts, power and abilities towards protecting children from child sexual abuse.

Empathy: We acknowledge the bravery of survivors and those that support them. Without fear or favour, we seek to ensure that children have a childhood free from sexual harm.

Bravery: We seek to genuinely understand other people's experiences, culture and perspectives. In turn, we support individuals and communities in a manner that is meaningful to them.

Position Purpose

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.

Primary Duties & Responsibilities

The role will have responsibility in the following areas:

Supervision tasks:

- Provide timely reporting to head office, board and government bodies and stakeholders.
- Supervise team members ensuring WHS is followed along with all other policies and procedures.
- Maintain office equipment register and notify of any defects, repairs needed to head office.
- Oversee stock and general consumables ordering for your team.
- Canvas and promote Bravehearts education products in the local community.
- Provide weekly branch reports to head office.
- Assist in all general duties that may be required to ensure that the team runs efficiently.
- Assist the National Education Manager with training and development where required.
- Understand and meet the expectation of the teams' P&L.

Program delivery:

- Participation in the live performance in either roles of facilitator or "Ditto" character.
- Facilitate delivery of the parent/teacher information clips.
- Telephone contact with primary schools/day care centres and communities to introduce the education program.
- Liaison with other community organisations to develop relationships and referrals.
- Any general administration associated with the program/s.
- Packing of Ditto show bags and stock control activities.
- Travel to other areas (which may also include overnight stays) from time to time.

General:

- Meet and where possible exceed agreed personal Key Performance Indicators.
- Participate in biannual Planning and Support Sessions
- Partake in self-care activities.
- Work as part of a team to attain Bravehearts mission.

Personal Specifications

Qualifications/Experience:

- A minimum of 2 years' experience in working with young children is preferable.
- Supervisory and administration experience.
- Experience and understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices preferable.
- Open and valid driver's license and up to date Working with Children Check.

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 skills.
- Ensure seamless communication to clients and work colleagues.
- Working with a team of staff.
- Exceptional organisational skills.
- Intermediate use of Microsoft office suite and keyboard skills.
- Good literacy.

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 will immediately inform my manager of any charges of child sexual assault or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual assault, or violence towards person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____