

PROGRAM COORDINATOR – NSW

<p>About Ardoch</p>	<p><i>Ardoch is a children's education charity focused on improving educational outcomes for children and young people in disadvantaged communities.</i></p> <p>Our mission is to increase engagement in education, build aspirations and enhance learning outcomes for children in disadvantaged communities by:</p> <ul style="list-style-type: none"> • Mobilising volunteers and connecting partners* to build the capacity of schools and early years services in these communities; and • Advocating for, and influencing policy change to reduce inequity in education <p>We rely on the support of the community to raise more than \$2 million each year. More than 93 percent of our revenue comes from fundraising efforts.</p> <p>Ardoch's volunteer programs are Award winning and Ardoch was named a 2017 Victorian Finalist (Charity Category) in the Telstra Business Awards</p>
<p>Vision</p>	<p>Every child's and young person's potential is realised through full participation in education.</p>
<p>Values</p>	<ul style="list-style-type: none"> ★ Community - we bring people together ★ Commitment - we seek long term solutions ★ Collaboration - we partner for maximum impact ★ Respect - we listen and we care ★ Accountability - we are open, honest and responsible
<p>Position Title</p>	<p>Program Coordinator - NSW</p>
<p>Organisational Unit</p>	<p>Programs Team</p>
<p>Tenure and Hours</p>	<p>30 hours per week (0.8FTE)</p>
<p>Job Classification</p>	<p>Modern SCHADS (Social, Community, Home Care and Disability Services Industry) Award 2010 Level 5 Pay point 1</p>
<p>Position Objective</p>	<p>The position objectives are to:</p> <ul style="list-style-type: none"> ★ To develop and coordinate delivery of volunteer programs in early years services and schools, in order to achieve key deliverables ★ To manage the scale-up, delivery and evaluation of key Ardoch programs in the Cumberland area of NSW ★ To prepare reports and liaise with funders when required ★ To deliver on Ardoch's strategic priorities

Location	The position will be based in Paramatta or Ultimo, Sydney, working with schools and local organisations in the Cumberland area. Some travel to the Melbourne CBD office will be required.
Reports to	Programs Manager – Volunteer Programs Team
Direct Reports	Nil
Key Stakeholders	Ardoch staff and volunteers; early childhood centres, schools and alternative education settings; local government; community organisations; businesses; volunteers; potential volunteers

Position Functions and Responsibilities

1. Program Development, Delivery and Management

- ★ Coordinate and evaluate volunteer programs which enhance learning, engagement and wellbeing in schools and early years services in line with 2025 Strategy, Annual Operational Plan, budget and relevant quality standards
- ★ Lead the development and maintenance of relationships with NSW community partners that support the delivery, and increase the reach, of Ardoch's programs
- ★ Develop strategic relationships with NSW community organisations, businesses and school and early years partners and effectively deliver Ardoch's programs in both existing and new partner sites, including delivering the roll-out of Ardoch's Education Volunteers program into NSW
- ★ Represent Ardoch in relevant forums as required

2. People Leadership

- ★ Engage and support volunteers who contribute to Ardoch's education outcomes
- ★ Display the performance and behavioural expectations outlined in Ardoch's Leadership Capability Framework

3. Program Reporting and Evaluation

- ★ Deliver accurate and timely data collection for all program activities
- ★ Monitor, evaluate and report on programs according to the evaluation framework
- ★ Identify case studies, data and evidence to support Ardoch's reports to funders as well as advocacy and marketing
- ★ Contribute to the development of Ardoch's Programs Strategy and Annual Operational Plans, and support wider organisational strategic planning as appropriate

4. Compliance, Policy and Process Management

- ★ Comply with all policies and delegations applicable to the activities and decisions required in the role, including but not limited to, child safety matters
- ★ Maintain confidential volunteer, employee and stakeholder records appropriately within Ardoch's database systems
- ★ Meet all administrative tasks effectively and efficiently

5. Other Duties as Negotiated

Key Selection Criteria

Ardoch's selection process considers applicants' capabilities, behaviours and skills in order to assess suitability for the role.

Ardoch's Leadership Capability Framework is designed to support Ardoch to achieve its 2025 Strategy by identifying the capabilities needed to replicate, scale, grow and have impact. The Framework directly supports and reinforces Ardoch values.

Ardoch recognises that to be successful in our mission-focused environment it is essential for all staff to develop and display leadership skills within the context of their role and sphere of influence.

The Framework contains eight (8) key *capabilities and behaviours* that are expected to be demonstrated at all levels across all roles. These are:

- ★ **Stakeholder Centricity** – We proactively seek to understand the needs and goals of all our stakeholders and look for mutually beneficial solutions.
- ★ **Collaboration** – We actively seek the opinions of others to collect diverse perspectives and capitalise on our collective strengths.
- ★ **Project Leadership** – We set ourselves up for success by ensuring we execute in a planned and structured manner.
- ★ **Business Acumen** – We look for opportunities to maximise the benefits of every dollar spent.
- ★ **Drive for Results** – We stay focused and remain accountable for following through on our commitments.
- ★ **Curiosity** – We constantly look for improvements, in all that we do, and challenge the status quo
- ★ **Strategic Thinking** – We take the time to ensure our decisions, big and small, support our goals.
- ★ **Resilience** – We individually and collectively create a working environment that allows us to work through challenges.

In addition, this position requires the applicant to demonstrate the following *skills*:

Essential:

- ★ Experience rolling out, scaling up or initiating large-scale programs
- ★ Experience managing multiple projects or programs simultaneously
- ★ Tertiary qualification in relevant and related discipline
- ★ Commitment to, understanding of and passion for the vision and work of Ardoch
- ★ Demonstrated success working collaboratively with a diverse range of organisations and stakeholders, including those experiencing disadvantage
- ★ Excellent written and oral communication skills
- ★ Well-developed interpersonal, consultation, problem solving, negotiation and conflict resolution skills
- ★ Practical experience working in early years and/or school programs, or large volunteer programs
- ★ Demonstrated ability to work independently and as part of a team
- ★ Experience in monitoring, evaluating and reporting on program effectiveness and outcomes
- ★ High level computer, administrative and database management skills

Desirable:

- ★ Understanding and knowledge of the NSW schools system and policy context

ALL applications should provide examples of how applicants have demonstrated both the *capabilities* and *skills* required for this position, or through other experiences.

Terms and Conditions of the Employment:

- ★ Uphold Ardoch's Vision, Purpose and Values
- ★ Compliance with Ardoch's Code of Conduct, policies and procedures
- ★ Work to support the enhancement of Ardoch's profile through excellence in program development, communication and service provision
- ★ Attend and participate in regular supervision, relevant training in line with Learning and Development plan, and Ardoch meetings and functions as required
- ★ Undertake all reasonable tasks directed by the CEO and line manager
- ★ Please note disclosure of any pre-existing illness or injury which could reasonably be foreseen to be affected by the work duties described is a requirement. According to Accident Compensation Act, failure to disclose will result in compensation not being paid for that condition.
- ★ Applicants will be required to undertake psychometric testing as part of the selection process.

Benefits of Working for Ardoch

- ★ Making a difference in our community to support the learning and wellbeing of children and young people experiencing disadvantage with like-minded colleagues.
- ★ Five days of designated gifted leave over the course of the year and a day off for your birthday.
- ★ Flexible working arrangements policy, with variations subject to agreement by manager and CEO and considered on the basis of operational requirements
- ★ Salary packaging is available in line with current legislation - Advantage Salary Packaging manages Ardoch employees' salary packaging
- ★ Ardoch has a strong commitment to staff learning and development

Employment Prerequisites

- ★ Ardoch seeks to prevent the risk of exposing children and young people to inappropriate persons and takes all reasonable steps to facilitate and maintain a safe environment for children and all participants in our service.
- ★ Successful Working With Children Check and Criminal History Check are required.
- ★ All employees are responsible for obtaining a Working with Children Check and maintaining its validity

How to Apply

For further information please contact Neslihan Davey, Programs Manager, Volunteer Programs, at neslihan.davey@ardoch.org.au or (03) 9537 2414

To apply, please send:

1. A detailed response to all of the **Key Selection Criteria**, and
2. Your current resume along with three references.

Email: recruitment@ardoch.org.au , using the subject line: Programs Manager

Ardoch is an Equal Opportunity Employer