

# PROGRAM DEVELOPMENT COORDINATOR

<b>About Ardoch</b>	<p>Ardoch is a children's education charity focused on improving educational outcomes for children and young people in disadvantaged communities. Our <b>2025 vision</b> is to become Australia's most impactful education partner supporting children in disadvantaged communities.</p> <p><b>Our mission</b> is that every child's potential should be realised through full participation in education. This belief inspires us to increase engagement in education, build aspirations and enhance learning outcomes of children in disadvantaged communities. We mobilise community and workplace volunteers to support schools and early childhood services. We also advocate for and seek to influence policy change to reduce inequity in education.</p>
<b>Vision</b>	Our <b>2025 vision</b> is to become Australia's most impactful education partner supporting children in disadvantaged communities.
<b>Values</b>	<ul style="list-style-type: none"> <li>★ Community - we bring people together</li> <li>★ Commitment - we seek long term solutions</li> <li>★ Collaboration - we partner for maximum impact</li> <li>★ Respect - we listen and we care</li> <li>★ Accountability - we are open, honest and responsible</li> </ul>
<b>Position Title</b>	Program Development Coordinator
<b>Organisational Unit</b>	Programs Team
<b>Tenure and Hours</b>	22.5 hours (days and hours to be negotiated)
<b>Job Classification</b>	Modern SCHADS (Social, Community, Home Care and Disability Services Industry) Award 2010 Level 5
<b>Position Objective</b>	<p>The position objectives are to:</p> <ul style="list-style-type: none"> <li>★ To lead the development, and piloting, of new Ardoch program offerings to our education partners based on identified needs and/or opportunities.</li> <li>★ To identify opportunities and the means to adapt existing Ardoch programs to suit alternative delivery methods (for example, from on-site/face-to-face to virtual/remote) and develop relevant support and resource materials to support pilot and further roll-out.</li> <li>★ To coordinate the efficient and effective delivery of selected Ardoch programs to Ardoch's education partners as required</li> </ul>
<b>Location</b>	The position will be based in our Melbourne CBD office: Level 4, 85 Queen Street, Melbourne 3000
<b>Reports to</b>	National Programs Manager
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

<b>Key Stakeholders</b>	Ardoch staff and volunteers – in particular, the Programs Team; early childhood centres, schools and alternative education settings; local government; community organisations; businesses; volunteers; potential volunteers
<b>Position Functions and Responsibilities</b>	
<p><b>1. Program Development</b></p> <ul style="list-style-type: none"> <li>★ Work with the National Programs Manager and colleagues, and drawing on relevant internal and external data, develop new program ideas into workable pilot programs that can be tested with a limited number of education partners;</li> <li>★ Liaise with colleagues and external stakeholders (for example, education partners) to test ideas and concepts and invite input;</li> <li>★ Lead the development, including writing and design, of relevant materials that will support delivery of the pilot programs (including, but not limited to teacher, volunteer and student resources and internal process documentation);</li> <li>★ Identify and conduct risk assessments on pilot programs, including the development of appropriate risk management plans;</li> <li>★ Review, in conjunction with National Program Manager and relevant program coordinators, the effectiveness and impact of pilot programs, with a view to informing decisions to continue and/or scale the program;</li> <li>★ Develop additional resources necessary to support the scalability of new programs in order to embed as a core Ardoch offering to education partners.</li> </ul> <p><b>2. Project management</b></p> <ul style="list-style-type: none"> <li>★ Develop project plans for new program initiatives that support the conception, ideation, design, development and pilot phases;</li> <li>★ Manage and maintain accountability for delivery against the agreed project plans;</li> <li>★ Work collaboratively with team colleagues to engage them in program consultation and review activities.</li> </ul> <p><b>3. Program Coordination</b></p> <ul style="list-style-type: none"> <li>★ Lead the coordination of selected Ardoch programs such as the annual production of Ardoch’s School Costs Guide, Writer in Residence or the coordination of STEM School Readiness Packs to early years services;</li> <li>★ Where relevant, develop and document processes and systems that support increased efficiency in the coordination of these programs to support further scaling of the programs.</li> </ul> <p><b>4. Program Reporting and Evaluation</b></p> <ul style="list-style-type: none"> <li>★ Initiate and ensure accurate and timely data collection for all pilot program activities;</li> <li>★ Monitor, evaluate and report on programs according to the evaluation framework;</li> <li>★ Contribute to Ardoch’s activities in promoting new programs to education partners and/or marketing to funders by identifying case studies, data and evidence to support Ardoch’s reports to funders as well as advocacy and marketing; and</li> <li>★ Maintain accurate and up-to-date records in relevant Ardoch database systems.</li> </ul> <p><b>5. Other Duties as required commensurate with role</b></p>	

## 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 in designing and piloting programs – with educational program design experience of particular interest
- ★ Experience in project management
- ★ Experience in program coordination
- ★ Tertiary qualification in relevant and related discipline
- ★ Commitment to, understanding of and passion for the vision and work of Ardoch
- ★ Demonstrated success working collaboratively within a team and leading projects that garner high engagement from relevant peers and colleagues.
- ★ Excellent written and oral communication skills
- ★ Well-developed interpersonal, consultation, problem solving, negotiation and conflict resolution skills
- ★ Demonstrated ability to work independently and as part of a team
- ★ High level computer, administrative and database management skills

### Desirable:

- ★ Understanding and knowledge of the education system and/or delivering educational support programs
- ★ Familiarity with new technologies relevant to the delivery of education programs

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 - *please note: though non-standard working hours may be negotiated and some remote working may be possible following an initial induction and probation period, the nature of the role means that it is expected that the position is based principally in our Queen Street office*
- ★ 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 Adele Stowe-Lindner, National Programs Manager on 9537 2414 or [adele.stowe-lindner@ardoch.org.au](mailto:adele.stowe-lindner@ardoch.org.au)

To apply, please send:

1. A cover letter outlining how you meet the selection criteria, including both the leadership capabilities and skills outlined; and
2. Your current resume along with three references (references will not be contacted without prior knowledge of applicant)

Email: [recruitment@ardoch.org.au](mailto:recruitment@ardoch.org.au) , using the subject line: **Program Development Coordinator by Monday, 2<sup>nd</sup> August**  
**Applications will be reviewed on a rolling basis so early application is encouraged.**

We anticipate that first interviews will take place in early August.

*Ardoch is a Child Safe Organisation and an Equal Opportunity Employer and Indigenous Australians, people with a disability or are from a culturally and linguistically diverse background are encouraged to apply.*

Please contact us at [recruitment@ardoch.org.au](mailto:recruitment@ardoch.org.au) or on (03) 9537 2414 if you have any accessibility requirements that we can assist with.

