

# Program Coordinator – Residence Programs



## About Ardoch

Ardoch is a national not-for-profit organisation focused on improving educational outcomes for children and young people experiencing disadvantage.

We deliver tailored education and wellbeing programs which address barriers to education by providing vital learning and wellbeing resources and activities. These programs build children and young people's confidence, aspirations, social skills and wellbeing. These are essential elements for enabling full engagement in education and a love of learning. Engagement in education is the key to opening future pathways and possibilities. Without it, the cycle of disadvantage and inequity continues.

We broaden horizons for children by providing access to excursions and inspiring learning experiences. We mobilise volunteers to support students in partner schools to act as positive adult role models who invest time, share knowledge and experience, and actively demonstrate their interest in a child's future. We advocate for change so that key issues such as inequities in Australia's education system are at the forefront.

Ardoch works with thousands of children and young people in primary and secondary schools in Victoria, New South Wales, Queensland, and Western Australia. We achieve this by linking schools, businesses and communities to support programs and activities to assist schools, children and their families.

**Vision** Our vision is that every child's potential is realised through full participation in education.

**Values**

- **Empowerment:** We recognise people's strengths and uniqueness, amplify their voices, and support them to make their own choices.
- **Learning:** We value the power of education to change lives, and continually learn from research, students, partners, communities and each other.
- **Impactful:** We strive to create the most meaningful change for the students we support.
- **Community:** We connect diverse voices and perspectives and collaborate to respond to the unique needs of schools and their communities.
- **Accountability:** We own our actions and take responsibility for creating a fair, respectful and positive environment

**Position: Program Coordinator – Residence Programs**

## About the Residence programs

Ardoch's Residence programs comprise our Writer-in-Residence, Artist-in-Residence and Scientist-in-Residence programs. Each offering is slightly different but is based on an author, painter, musician, other artist, or STEM trained facilitator delivering focused workshops to creatively engage children in different areas of their learning. The program is delivered via

weekly workshops over four to six weeks. For the Writer in Residence program, authors help students identify story ideas, build characters, pen their stories, edit, create illustrations and publish a story book, or anthology of stories or poems. For Artist in Residence, the intent is to encourage creative expression and support different communication styles and strengths. Scientist in Residence currently takes the form of a Robotics Club, where a lead facilitator guides a team of STEM-enthusiastic volunteers to support students to learn new coding skills and interact with positive adult role models. The programs culminate in an open book launch, display or performance for the school community and other stakeholders.

### Organisational Unit

Program Delivery Team

### Tenure and Hours

0.8 FTE ongoing

### Job Classification

Modern SCHADS (Social, Community, Home Care and Disability Services Industry) Award 2010, Level 5.1

### Position Objectives

The position objectives are to:

1. Coordinate delivery of the Residence programs
2. Recruit, screen, onboard and manage the “resident” authors, artists and science-focused facilitators
3. Contribute to program monitoring, evaluation, reporting and administration

### Location

Head office is Level 4/85 Queen Street, Melbourne, VIC, 3000. Non Melbourne-based staff work from home. All staff work from home on Mondays and Fridays.

This is a Sydney-based role, with national responsibilities.

### Reports to

Program Delivery and Growth Manager

### Direct Reports

- Casual Robotics Club and other facilitators and program volunteers
- The role will manage and support program authors and artists, sometimes in collaboration with program partners, such as Regional Arts Victoria.

### Key Stakeholders

**Internal:** Ardoch Board, staff and volunteers

**External:** School partners, local government, community organisations, local businesses, corporate partners, trusts and foundations, state and territory volunteer peak bodies and volunteer resource centres, volunteers and potential volunteers

### Benefits of Working for Ardoch

- Working with like-minded colleagues to make a difference in our community to support the learning and wellbeing of children and young people experiencing disadvantage

- Five days of designated gifted leave over the course of the year and a day off for your birthday
- Flexible working arrangements, as agreed with your manager
- Salary packaging, managed by Advantage Salary Packing, is available in line with current legislation
- Ardoch's strong commitment to staff learning and development

## Position Responsibilities

The key functions and responsibilities of the role are:

### 1. Program delivery coordination

- Support consistent, high-quality program delivery by ensuring program resources are kept up to date and continuously improved, based on employee, volunteer, teacher, student and "resident" feedback
- Liaise with Education Program Coordinators to understand the school's program requirements and expectations and brief authors, artists and facilitators on program and school requirements and expectations
- Collaborate with the Volunteers Team to identify program volunteers, when needed
- Liaise with teachers and other school contacts to provide pre-program information for teachers, students and families, and ensure successful program delivery
- Arrange program logistics, such as arranging supplies, liaising with printers and graphic designers, organising launch events and support funder engagement
- Support the hosting of launch events, as required

### 2. Recruitment, onboarding and management of authors, artists and facilitators

- Engage, manage and support relevant authors, artists and facilitators to deliver the programs on time, ensuring pre-program child safety compliance requirements are met. Recruitment may occur directly or via related peak bodies
- Ensure program facilitators maintain up-to-date knowledge of Robotics Club facilitation requirements

### 3. Program monitoring, evaluation, reporting & administration

- Maintain accurate, up-to-date records on Ardoch's Salesforce CRM
- Contribute to program monitoring, evaluation and reporting, to support advocacy, marketing and continuous improvement
- Complete administrative tasks for effective and efficient staff and volunteer management
- Report any child safety incidents

### 4. Other duties as required commensurate with role

## Key Selection Criteria

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

### Essential

- Commitment to, understanding of and passion for the vision, purpose, work and values of Ardoch
- Demonstrated knowledge or experience working in an education setting
- Demonstrated success working collaboratively with a diverse range of organisations and stakeholders, including diverse populations and those experiencing disadvantage
- Successful track record of project management in a multi-stakeholder environment
- Demonstrated ability to work independently while remaining accountable for own performance as part of a team
- Strong organisational skills
- High level of computer, administrative and database management skills
- Excellent written and oral communication skills
- Well-developed interpersonal, consultation, problem-solving, negotiation and conflict resolution skills
- Flexibility to travel to school partner sites as required

### Desirable

- Understanding and knowledge of education curricula
- Understanding and knowledge of primary or secondary schools' policy and operating context
- Knowledge or experience working with volunteers in a community or non-profit environment
- Experience monitoring, evaluating and reporting on program effectiveness and outcomes
- Experience using CRM systems such as Salesforce

### Leadership Capability Framework

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:

1. **Stakeholder Centricity** – We proactively seek to understand the needs and goals of all our stakeholders and look for mutually beneficial solutions.
2. **Collaboration** – We actively seek the opinions of others to collect diverse perspectives and capitalise on our collective strengths.

3. **Project Leadership** – We set ourselves up for success by ensuring we execute in a planned and structured manner.
4. **Business Acumen** – We look for opportunities to maximise the benefits of every dollar spent.
5. **Drive for Results** – We stay focused and remain accountable for following-through on our commitments.
6. **Curiosity** – We constantly look for improvements, in all that we do, and challenge the status quo.
7. **Strategic Thinking** – We take the time to ensure our decisions, big and small, support our goals.
8. **Resilience** – We individually and collectively create a working environment that allows us to work through challenges.

## Terms and Conditions of Employment

- Uphold Ardoch's vision, purpose and values
- Comply with Ardoch's Code of Conduct, policies and procedures
- Maintain and strengthen Ardoch's profile and reputation through excellence in program development, communication, and service provision
- Attend and participate in regular supervision, relevant training in line with the learning and development plan, and Ardoch meetings and functions as required
- Undertake all reasonable tasks as directed by the CEO and line manager
- Please note disclosure in writing of any pre-existing injury or medical condition which could reasonably be foreseen to be affected by the work duties described is a requirement. According to workers' compensation legislation, failure to disclose, or knowingly making a false or misleading disclosure will result in an employee not being entitled to compensation or damages for any aggravation of that pre-existing condition
- Applicants may be required to undertake psychometric testing as part of the selection process

## Child Safety Employment Prerequisites

Ardoch is committed to protecting children's and young people's right to safety and well-being. We know children have a right to be kept safe *at all times*, so we have a zero-tolerance approach to all forms of child abuse.

We know that some children are more vulnerable than others. That is why we actively promote the safety and well-being of children and young people who:

- are Aboriginal and Torres Strait Islander
- are from culturally and linguistically diverse backgrounds
- are living with disability
- identify as LGBTIQ+
- have experienced trauma.

Everyone who works with or represents Ardoch is responsible for ensuring that children are safe, feel safe and are involved in decisions that affect their lives.

- 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 programs

- Successful Working with Children Checks in the relevant states and territories in which the applicant will be working and National Criminal History Check (processed via Ardoch) are required
- If you have lived in a country outside of Australia for more than 12 months in the last 10 years, you will also be required to submit to an International Criminal History Check (processed via Ardoch)
- All employees are responsible for obtaining a Working with Children Check and maintaining its validity
- Employees, once commenced are expected to:
  - submit to a National Criminal History Check every three years following commencement
  - renew state-based Working with Children Checks prior to their expiration and report any offence that would otherwise invalidate a Working with Children Check
  - maintain familiarity with Ardoch's child safety policies and procedures
  - support a culturally safe environment for children at Ardoch, including acting on incidents of racism or discrimination and supporting young people to express their culture and enjoy their cultural rights
  - undertake any and all training in respect of child safety, including the National Principles for Child Safe Organisations, within specified time limits following commencement and on annual basis as required

### Additional Child Safety Responsibilities

In addition, as this is a role that is in frequent contact with children due to the nature of the work with school partners the successful applicant will be expected to champion child safety at Ardoch. This includes actively demonstrating and promoting child safe behaviours, ensuring the currency of their own knowledge, highlighting areas for improvement and striving to embed a culture of best practice with respect to child safety.

### Other employment prerequisites

- Current driver's licence

### How to apply

For further information please contact Joe Reed – Program Delivery and Growth Manager on 03 9537 2414 or via [recruitment@ardoch.org.au](mailto:recruitment@ardoch.org.au).

To apply, please send an email to [recruitment@ardoch.org.au](mailto:recruitment@ardoch.org.au) noting the name of the role in the subject line and attaching:

1. A cover letter (maximum two pages) outlining how you meet the selection criteria (both the leadership capabilities and skills).
2. Your current resume along with three referees. (Referees will not be contacted without prior knowledge of applicant.)

NOTE: You do not need to address every point in the selection criteria individually. Across your cover letter and resume, you should demonstrate that you meet the selection criteria, providing examples of how you have done so, where necessary, such as through other experiences.

**Applications close at 10am on 25 March 2024. Applications will be reviewed on a rolling basis so early application is encouraged.**

We anticipate that first interviews will take place in at the end of March/ early April, taking note of the public holidays.

*Ardoch is an equal opportunity employer and Indigenous Australians, people living with disability, people who identify as LGBTIQ+ 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 with which we can assist.

### **Hiring Manager Approval**

Name of Hiring Manager:  
Joe Reed

Date Position Description  
Finalised: 5 March 2024

Signature of Hiring  
Manager:



### **Child Safety Officer Approval**

Name of CSO: Lachlan  
Preston

Date Position Description  
Approved: 5 March 2024

Signature of Child Safety  
Officer:



### **CEO Approval**

Name of CEO: Lisa Jones

Date Position Description  
Approved: 5 March 2024

Signature of CEO:

