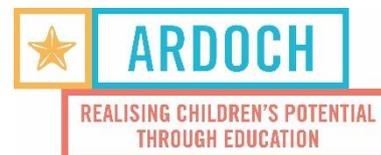
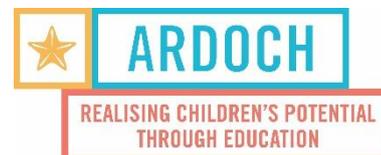


Program Support Coordinator, Education Volunteers



About Ardoch	<p>Ardoch is a children’s education charity focused on improving educational outcomes for children and young people in disadvantaged communities. Our 2025 vision is to become Australia’s most impactful education partner supporting children in disadvantaged communities.</p> <p>Our mission 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>
Vision	<p>Our 2025 vision is to become Australia’s most impactful education partner supporting children in disadvantaged communities.</p>
Values	<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
Position Title	<p>Program Support Coordinator, Education Volunteers</p>
Organisational Unit	<p>Programs Team</p>
Tenure and Hours	<p>37.5 hours per week (equivalent to full time) Open to discussion re 30 hours per week (equivalent to 0.8 of full time)</p>
Job Classification	<p>Modern SACS (Social, Community, Home Care and Disability Services Industry) Award 2010 Level 4, Pay Point 1</p>
Position Objective	<p>The position objectives are to:</p> <ul style="list-style-type: none"> ★ support the coordination and delivery of Ardoch’s education volunteer program (currently focused on supporting children’s education in Victoria and NSW) ★ build Ardoch’s profile as a leader in mobilising volunteers.
Location	<p>Greater Sydney (Ardoch’s NSW programs are based in Western Sydney)</p>
Reports to	<p>Programs Manager, Volunteer Programs</p>
Direct Reports	<p>Nil paid staff</p>

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Key Stakeholders	Ardoch staff and volunteers; early childhood centres, schools and alternative education settings; state and territory volunteer peak bodies and volunteer resource centres
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Position Functions and Responsibilities	
<p>1. Volunteer recruitment and onboarding</p> <ul style="list-style-type: none"> ★ Support the recruitment of education volunteers, including speaking to interested groups, attending events and responding to enquiries from interested people ★ Undertake compliance and child safety screening for potential volunteers, such as completing interviews and reference checks, processing WWC checks and Police Checks, and supporting volunteers to complete online training ★ Help to plan and deliver volunteer induction training sessions ★ Coordinate with education partners and Ardoch Education Partnership Coordinators to help place volunteers into schools and early years centres <p>2. Volunteer support and retention</p> <ul style="list-style-type: none"> ★ Facilitate check-ins with volunteers to support their ongoing engagement ★ Coordinate volunteer recognition activities throughout the year, such as events and presentations ★ Plan professional development sessions for volunteers <p>3. Relationship coordination</p> <ul style="list-style-type: none"> ★ Coordinate relationships with key stakeholders including volunteer peak bodies, volunteer resource agencies, universities, TAFEs, lifestyle communities and other organisations to promote Ardoch's programs and recruitment of volunteers <p>4. Supporting program delivery</p> <ul style="list-style-type: none"> ★ Work with colleagues to support program delivery where needed ★ Support volunteer involvement in other program opportunities ★ Being flexible to support other volunteer management or program delivery requirements in periods of high workload or staff leave <p>5. Data collection, reporting & administration</p> <ul style="list-style-type: none"> ★ Maintain accurate volunteer records on Ardoch's Salesforce CRM ★ Complete administrative tasks for volunteer management effectively and efficiently ★ Support reporting, including status updates, collection of case studies and timely and accurate data entry ★ Report any child safety incidents identified <p>6. Other duties as required commensurate with role</p>	

Key Selection Criteria
<p>Ardoch's selection process considers applicants' capabilities, behaviours and skills to assess suitability for the role.</p> <p>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.</p> <p>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.</p> <p>The Framework contains eight (8) key <i>capabilities and behaviours</i> that are expected to be demonstrated at all levels across all roles.</p>

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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:

- ★ Understanding of and commitment to the work of Ardoch and its vision, mission, and values
- ★ Excellent communication and relationship management skills
- ★ Demonstrated capacity to deal with high volume workloads efficiently and prioritise accordingly
- ★ Demonstrated ability to work independently and as part of a team
- ★ Strong written and verbal communication skills
- ★ Strong IT skills, including Microsoft Office suite (Word, Outlook, Excel, PowerPoint)
- ★ An understanding of factors contributing to educational disadvantage in Australia
- ★ Ability to work with diverse stakeholders, including culturally diverse populations and those experiencing disadvantage
- ★ Flexibility to travel for Ardoch programs, events, and recruitment opportunities, including occasional interstate travel, as required.

Desirable:

- ★ Tertiary qualifications at diploma or degree level
- ★ Demonstrated experience in facilitating training and/or public speaking
- ★ Experience in managing volunteers
- ★ Experience with or knowledge of the Australian school/early childhood education systems
- ★ Experience using Salesforce (or similar CRM)
- ★ Project management experience

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

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, National Program Manager. and line manager

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- ★ 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.

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 an additional day off for your birthday.
- ★ Flexible working arrangements policy, with variations subject to agreement by manager and CEO and considered based on 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

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's why we actively promote the safety and well-being of children and young people who:

- are from Aboriginal and Torres Strait Islander communities
- are from culturally and linguistically diverse backgrounds
- have a disability
- identify as LGBTIQ+.

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 are required.
- ★ If you have lived in another country for more than 12 months in the past 10 years, you will also be required to submit to an International Criminal History Check for that country
- ★ 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
 - undertake any and all training in respect of child safety, including the National Child Safe Principles, within specified timeframes following commencement, and on an annual basis as required

Additional Child Safety Responsibilities

As this role is required to undertake volunteer screening and train volunteers in child safety, 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, and striving to embed a culture of best practice with respect to child safety.

Other Employment Prerequisites

N/A

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How to Apply

For further information please contact Lachlan Preston (Programs Manager, Volunteer Programs) on 03 9537 2414 or lachlan.preston@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
2. Your current resume along with three references (references will not be contacted without prior knowledge of applicant)

Email: recruitment@ardoch.org.au, using the subject line: **Program Support Coordinator, Education Volunteers** by **11.59pm on Sunday 26 June**.

Applications will be reviewed on a rolling basis so early application is encouraged.

We anticipate that first interviews will take place in late June.

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

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

Hiring Manager Approval	Child Safety Officer Approval	CEO Approval
Name of Hiring Manager: Lachlan Preston	Name of Acting Child Safety Officer: Lachlan Preston	Name of CEO: Lisa Jones
Date Position Description Finalised: 7 June 2022	Date Position Description Approved: 7 June 2022	Date Position Description Approved: 7 June 2022
Signature of Hiring Manager: 	Signature of Child Safety Officer: 	Signature of CEO: 