

Position Title	Programs Coordinator
Position Reports to	Manager – Community Development
Employment Status	Part time, 0.8 (four days per week). This position is a two year fixed term contract. Work beyond this contract may be available.
Salary	Salary range \$59,853 - \$63,469 per annum (pro-rata) plus superannuation. Attractive salary packaging is available up to \$20,886 as per ATO tax regulations.
Award	Neighbourhood House Collective Agreement 2016 Underpinned by Social, Community, Home Care and Disability Services Industry Award (SCHCADS): Level 3.4 – 4.1
Location	13A Wingate Avenue Ascot Vale 3032

Background Information

Wingate Avenue Community Centre (WACC) was established in 1985 and is situated on a public housing estate in Ascot Vale, home to approximately 1,700 residents. The centre is managed by a voluntary Committee of Management and employs over 50 staff and 50+ volunteers. Wingate's mission is to enable positive community wellbeing with a focus on learning and social activities, especially for people who are experiencing disadvantage. We believe such a commitment will lead to improvement in quality of life and empowerment for the local community.

The centre is a Registered Training Organisation (RTO), Learn Local provider, Jobs Victoria Employment Network (JVEN) provider and is funded by the Department of Health & Human Services to deliver social and recreational programs as part of the Neighbourhood House Coordination Program. Wingate is well recognised in the delivery of programs that create pathways to education and employment and has received a number of awards and accolades in recent years. The centre is also a licensed Occasional Care provider with onsite facilities for up to 19 children and has recently constructed a Community Shed.

WACC has been successful in growing its services in the local community and is highly regarded by all stakeholders including Local, State and Federal government. In 2012 Wingate was successful in attaining DGR status (Deductible Gift Recipient status) under the Public Benevolent Institution classification to allow donations towards the centre from philanthropic trusts. This classification also allows a tax deduction.

Position Description – Programs Coordinator

Conditions

Hours: 4 days a week (30.4 hrs pw), Tuesday to Friday, 9am – 5pm (less ½ hr lunch). Occasional weekend or evening work may be required.

Conditions of employment

The terms and conditions of employment are under the Neighbourhood Houses and Adult Education Centres Collective Agreement 2016 underpinned by the SCHADS award.

Salary package

Salary range \$59,853 - \$63,469 per annum (pro-rata) plus superannuation. Attractive salary packaging is available up to \$20,886 as per ATO tax regulations.

Position purpose

The position will contribute to achieving the vision and goals of Wingate Avenue Community Centre. The Programs Coordinator will be responsible for the programming and delivery of ACFE pre accredited training programs. The position will also include implementing and evaluating a range of community/social/recreational initiatives, as determined by Wingate Avenue Community Centre. These initiatives will be applied by using a community development framework.

The two key areas of the position include; overseeing the ACFE pre accredited courses through the ACFE delivery plan and implementing and delivering community programs.

Reporting Relationships and Accountability

The Programs Coordinator reports to the Community Development Manager. All staff are required to take responsibility for a safe and healthy work environment and a commitment to equal opportunity and a workplace free from discrimination and harassment.

Position duties

Program delivery, consultation and partnerships

- Design community programs and pre-accredited courses to meet the needs of the community.
- Undertake community consultation to identify and develop programs that meet the needs of CALD (culturally and linguistically diverse), seniors, youth, children, women and men.
- Deliver programs in line with the ACFE (Adult Community Further Education) delivery plan ensuring all programs are compliant with organisational and contractual guidelines.
- Support the development of community events identified through annual plans and community consultation.
- Maintain partnerships that support delivery of programs.

Reporting and evaluation

- Keep management informed of the performance of all programs in terms of delivery, enrolment numbers and student satisfaction.
- Develop and continually enhance mechanisms for the ongoing evaluation of programs.
- Ensure teachers instil good practice in service delivery to the community.
- Develop and implement robust evaluation frameworks for community programs.

- Liaise with the Further Education & Compliance Manager to ensure ACFE contracted hours are delivered and reported to the ACFE board.
- Set up courses, course offerings, units and unit offers in Wisenet student management system for all courses.
- Enter student enrolments in Wisenet for all courses.

Marketing and student recruitment

- Coordinate the marketing and promotion of all ACFE and community courses offered across various sites, including the preparation of the Wingate semester course brochure and individual course flyers, ensuring all promotional material meets contractual requirements.
- Liaise with centre administration to ensure all courses are delivered with minimum student enrolment numbers.
- Implement community engagement plans and techniques that cater to CALD communities, gender and a broad range of ages.

Human Resources

- Provide effective supervision to teaching/tutor staff.
- Provide effective supervision to volunteers/placement students.
- Recruit new teaching staff when required ensuring all policies and procedures of WACC and all relevant government legislation and/or regulations are adhered to.

Additional duties

- Back fill reception when required.
- Coordinate Friday Foodbank when required.

Key Selection Criteria

Required

- Experience working in a similar program coordination role and/or understanding of the Neighbourhood House or community sector.
- Proven experience in designing and delivering community programs.
- Ability to manage and supervise tutors/teachers/volunteers and placement students.
- Demonstrated excellent organisational skills, with a proven ability to establish priorities, meet deadlines and provide project support, under limited direction.
- Efficient in Microsoft suite of programs including word, excel, powerpoint and Microsoft outlook.

Desirable:

- Experience coordinating ACFE plans and pre-accredited courses.
- People's person.
- Tertiary qualification in relevant field.
- Current Driver license.

How to apply

- Please carefully read the position description
- Applications should include:
 - Current resume
 - Cover letter addressing the key selection criteria.
- Please send completed applications to community@wingateave.com.au
- If you require information please contact Kelly Harding on (03) 9376 5244.
- Applications close COB Thursday 23 August 2018
- Only successful candidates will be contacted.