

# Position Description



<b>Title</b>	Children's Centre Coordinator
<b>Business Unit</b>	Early Learning
<b>Location</b>	As per employment agreement
<b>Employment type</b>	As per employment agreement
<b>Reports to</b>	Early Learning Coordinator

## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

## 2. Position purpose

The position of Coordinator will be responsible for ensuring:

- That the Philosophy of the Centre is upheld in practice at all times,
- That the children are given a positive, happy, caring environment in which to develop, and
- That families receive the best possible care for children in a way which is culturally appropriate and which respects all beliefs, values and cultural identities.

The Coordinator is responsible for the day to day running of the Centre, including leadership and involvement in planning, organization and implementation of children's programs, oversight and support of the staff team, general office administration and ordering and purchasing of goods.

## 3. Scope

**Budget:**

TBC

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**People:**

- Early Childhood Educators x 4
- Student Placements as required

**4. Relationships**

**Internal:**

- Uniting employees and management

**External**

- Families and children
- Community Service Organisations as required
- Department of Education and Training

**5. Key responsibility areas**

**Service Quality**

- Ensure that a high quality developmentally appropriate programme is in place that meets the individual needs and interests of children
- Ensure that all aspects of the centres operations and activities are consistent with current early childhood philosophy and practice
- Administer up-to-date policies and procedures ensuring that all staff are aware of them, understand their relevance, refer to and implement them
- Keep up to date with current developments in the earlychildhood field
- Resource the centre with appropriate equipment and ensure the team maintains it to a high standard
- Assist in setting up equipment and activities, and in cleaning up throughout and after sessions when involved in direct service to the children
- At all times, to provide appropriate and positive role models for children, families and staff at the Centre

**Families**

- Develop and maintain positive relationships with families
- Share information with families relating to their child and the daily activities of the centre
- Act as a resource person for families
- Encourage families to participate in centre decisionmaking and experiences

**Fiance, Quality and Risk**

- To manage the Centre responsibly and within as agreed budget.
- Take responsibility for the overall management and administration of the service
- Ensure that the centre or service adheres to all relevant regulations and statutory requirements.
- Provide professional leadership and development to staff.
- Ensure the service operates within the policies and procedures of the Centre and within relevant legislation (eg: Children's Services Regulations, Food Safety Act etc.)

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- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe

**People and teams**

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide direction and support to all Centre staff, volunteers and students in a collaborative working environment, and including professional development
- Lead regular staff meetings and organize in-service training opportunities as appropriate

**Personal accountability**

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

**6. Person specification**

**Qualifications**

- Post Secondary Qualifications in Early Childhood Development (Minimum Diploma in Children's Services)
- Current First Aid Certificate

**Experience**

- Minimum five years experience in the Early Childhood field
- Ability to gain approval as an Authorised Supervisor
- Demonstrated ability to manage, lead and support staff with a team orientation
- Demonstrated experience and skills in conflict resolution and negotiation
- Ability to identify areas for improvement, formulate solutions and lead and manage change

**Core selection criteria**

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values

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# Position description

Children's Centre Coordinator



- **Quality Assurance:** commitment to quality customer service and continuous improvement strategies
- **Child Safe Practice:** Understanding of Child Protection and Child Development issues
- **Communication Skills:** Ability to liaise effectively with a variety of stakeholders to achieve desired outcomes

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## 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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## 8. Acknowledgement

**I have read, understood and accepted the above Position Description**

	<b>Employee</b>	<b>Manager</b>
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>