

Position Description

Title	Early Learning Coordinator
Business Unit	Early Learning
Location	As per employment agreement
Employment type	As per employment agreement
Reports to	Area Manager Early Learning

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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

1. Position purpose

This role is responsible for efficient coordination and management of a group of children's services and funded programs.

Reporting to the Area Manager, the Early Learning Coordinator will oversee the delivery of and provide expertise in, the early childhood pedagogy, service planning, community development and the management and delivery of early childhood education and care services.

This is achieved through;

- Ensuring effective planning, development and delivery of high quality, sustainable consumer and community focused programs
- Ensuring that all programs are managed in accordance with funding requirements, Uniting policies, allocated budgets and contemporary human resource management approaches
- Developing effective systems to ensure compliance with quality and risk management accountability requirements and reporting processes in accordance with funding requirements and Uniting policy
- Providing strategic advice and support to the Area Manager Early Learning, including the preparation of planning data, budgets, reports, continuous improvement strategies and funding proposals

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- Leading the implementation of relevant service development and improvements in partnership with consumers, the community, funding bodies and staff
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2. Scope

Budget:

TBC

People:

- Early Childhood Teachers
 - Early Childhood Educators
 - Early Learning Administration Workers
 - Approx. XXX direct reports
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3. Relationships

Internal

- Executive Officer of Early Learning
- Area Manager
- Practice Manager
- Program and Projects Delivery Manager
- Educational Leader, Nominated Supervisor and Educators
- Uniting Support Services (Quality, P&C, Finance, ICT etc)

External

- Children, families and caregivers where required
 - Commonwealth and State Funding departments: Department of Education and Training, Tasmanian Education and Care Unit (as appropriate), Department of Health and Human Services
 - Australian Children's Education and Care Quality Authority (ACECQA)
 - Local Government Authorities and peak bodies
 - Other Community Service Organisations as required
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4. Key responsibility areas

Leadership and Professional Practice

- Work in collaboration with the management team to ensure the provision of high quality services that are: inclusive, flexible, comply with the Victorian Children Services Act 1996, National Legislative Framework including Education and Care Services National Law and Regulations, as well as the National Quality Standards including the State and Federal Government Early Years Learning and Development Frameworks
- Ensure services operate effectively within the regulatory and legislative frameworks and funding guidelines to meet the needs of local families and communities
- Receive and contribute to the processing of all licensing applications and makes recommendations to the Area Manager for approval
- Contribute to and support the development of organisational systems, policies, procedures and practice guidelines to ensure implementation, compliance and consistency of practice
- Provide advice, support and resources to each early learning service, staff and Parent Advisory Groups/Committees (or as otherwise known in each Area)
- Work closely with the Early Learning Practice Manager, ensures that all educators are proficient in developing play based educational programs that meet the individual needs of the children within the programs, and all relevant legislative requirements

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- Liaise with the Department of Education and Training, ACECQA, funding bodies and other professional services in relation to current early childhood issues.
- Represent Uniting at relevant functions, meetings, seminars etc; both during and outside normal working hours as necessary
- Work closely with the Executive Officer of ELS, Area Manager and the Communication and Marketing team, develops and implements marketing initiatives to promote the services of Uniting to identify new opportunities, drive utilisation rates and increase performance, whilst maintaining excellent service levels

Service Delivery and Partnerships

- Develop constructive and respectful relationships with parents, families and children and engages with them on a regular basis
- Advocate on behalf of families for children, especially those experiencing vulnerability to ensure children can fully participate in programs.
- Encourage and support linkages between service groups and the early learning services of Uniting
- Develop and maintain effective, relevant sector and Local Government early learning networks
- Develops constructive and respectful relationships with Kindergarten services outside of Uniting cluster management to support Uniting service delivery (eg: KIS)
- Attend parent advisory group/committee meetings where required
- Positively promote and market the service to the community, governments, and other agencies, and facilitate staff involvement in promotional activities

Administration and Finance

- Prepare reports on delegated programs for senior management and relevant funding bodies as required
- Support and contribute to the development annual budgets and acquittal processes for all services in consultation with the Area Manager
- Prepare, monitor and report on the annual budget and financial forecasts for delegated services
- Ensure rigorous financial management practices are in place for delegated services and that programs operate efficiently and are financially viable
- Where relevant, supports the parental advisory groups/committees to responsibly manage service, and where appropriate fundraising budgets.
- Coordinate funding and grant applications opportunities to maximize income generation and quality outcomes.
- Oversee non recurrent funding applications
- Provides financial reports and data to all relevant stakeholders, as required.
- Oversee the service's compliance with the requirements of the Child Care Management System and any other government funding received
- Provide regular reports to the organisation on the operation of the service
- Be conversant with the service's budget and take all steps to ensure the service works within that budget
- Maintain up to date knowledge of Family Assistance Law as it relates to Child Care Benefit and an ability to report through the Child Care Management System and support services where required
- Lead the processes to access additional funding and/or subsidies
- Monitor the service's financial performance and make necessary adjustments to ensure compliance with service's financial plans and budget
- Closely monitor utilisation rates and ensure vacancies are addressed immediately
- Prepare reports, documents and attend meetings as directed

Quality and risk

- Ensure the Area Manager / EO is informed of current issues within the service or any problem which would affect the children, service approval or quality assurance rating, regulatory and legal compliance, or the smooth running of the service

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- Participate in, and contribute to the policy review committee
- Visit services on a regular basis to ensure OH&S, quality and legislative requirements are met and take proactive steps to mitigate any risks identified
- Model and foster a culture where risks are identified in a timely manner and appropriately managed.
- Lead Quality Improvement Plans and assessments and ratings
- Report areas of serious risk and work together to mitigate those risks
- Ensure all legal, funder and statutory requirements pertaining to the position are met including statutory reporting of all serious incidents, restrictive practices, reportable conduct and mandatory reporting (child safety)
- Develop and implement Safety Action Plans to drive the achievement of the safety objectives and agreed safety goals.

People and Teams

- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Ensure staff have a working knowledge of the National Quality Framework, in particular the Education and Care Services National Regulations 2011, and the National Quality Standard for Early Education and Care, and meet these requirements in their work practices
- Demonstrate the Early Childhood Australia Code of Ethics in all interactions and relationships
- Facilitate the development of educators' skills and knowledge and address and manage any performance issues immediately if they arise
- Promote a healthy team environment and develop positive channels of communication to ensure a smooth-running service
- Conduct and document regular staff appraisals, and develop and document individual and team plans which enhance staff abilities and practices
- In collaboration with the Lead Teacher plan and monitor Return to Work Plans for injured employees
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values

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.

5. Person specification

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Qualifications

- Bachelor of Early Years Education or other relevant tertiary qualification

Experience

- A minimum three years' experience in a leadership role within early childhood education and care service sector
- A comprehensive understanding of *Education and Care Services National Law Act 2010* and *Education and Care Services National Regulations 2012* / National Quality Standards.
- Demonstrated understanding and experience of the current State and Federal Government funding requirements and agreements
- Ability to analyze and evaluate service performance including the measuring and reporting of service outcomes against service goals
- Competent in program administration and system development
- An ability to prepare comprehensive reports and to maintain concise records
- Strong leadership skills with demonstrated experience in facilitating change
- Ability to manage time effectively and to cope with rigorous deadlines
- A sound discipline knowledge including the underlying principles of early years gained through experience, education and / or training

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values respect the uniqueness and value of every individual; establish and maintain right relationships that enable people to be influential in their own support arrangement and ensure they are treated with dignity and respect; build on strengths and abilities of all; demonstrate transparency and accountability
- **Leadership** – Strong leadership and management skills and knowledge within a complex service delivery environment; ability to contribute to strategic planning and ensure the achievement of strategic goals; ability to build strong, high functioning, multi-disciplinary teams and align teams with the organisational values and goals, particularly those related to consumer-centricity; role modelling expected behaviour; strong ability to establish credibility with staff and inspire a shared vision
- **Program and Service Development** – Significant experience in the leadership and development of programs and services in a complex environment; sound understanding of the principles of service delivery within Early Education and Care Services
- **Stakeholder Relationships** – Strong negotiation and influencing skills; ability to engage, build and maintain strong, mutually beneficial relationships with stakeholders; track record of being able to sustain positive, collaborative and effective relationships; capacity to position Uniting as a trusted advisor to peak bodies and key stakeholders in the sector including government and funding bodies; promotes harmony and consensus through diplomatic handling of disagreements; builds trust through consistent actions, values and communication
- **Quality Assurance:** ability to promote the highest quality experiences of care, play and education through reflective practice; committed to continuing individual learning and development and improvement of inter-professional practice; ability to operate in an inclusive and supportive learning environment

6. 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 relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State 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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7. Acknowledgement

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

	Employee	Manager
Name:		
Signature:		
Date:		