

Position Description



Title:	Program Administrator – ICFS Alliance
Business unit:	Child and Family Services, Southern Melbourne
Location:	55 Webb Street Narre Warren Victoria 3805
Employment type:	Part time (45.6 hours per fortnight) Maximum term until 30 June 2021
Reports to:	Alliance Project Coordinator

About Uniting

Uniting works 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.

Uniting is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We are 7000 skilled, passionate and creative people providing over 770 programs and services.

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, trans, gender diverse and intersex (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

Position purpose

The Southern Melbourne Area Individual, Child and Family Support (ICFS) Alliance, is funded by the Department of Health and Human Services (DHHS) and made up of senior representation from the following partner agencies that deliver Family Services and Family Preservation and Reunification programs in the City of Greater Dandenong, City of Casey and Shire of Cardinia:

- Uniting
- Berry Street
- City of Greater Dandenong
- CatholicCare
- Hampton Park Community House
- Dandenong District Aboriginal Cooperative Ltd (DDACL)
- DHHS Agency Performance and Systems Support, and Child Protection
- MacKillop Family Services
- Queen Elizabeth Centre
- Victorian Aboriginal Child Care Agency (VACCA)
- Windermere Child and Family Services

The ICFS Alliance is divided into a Governance and Operational structure. The Governance Group provides leadership and strategic direction, including for the development, implementation and monitoring of the strategic plan and action plan; oversees broader operational policies; and fosters effective Alliance relations. The Operations group provides oversight of service delivery; and has a key role in the implementation of the strategic plan initiatives and actions at an operational level.

The Alliance Project Coordinator (APC) works in collaboration with the Governance and Operations Groups, as well as key external networks and partnerships, to develop and implement a long term Strategic Plan and financial year Action Plan. The

Approved by: Group Manager	Page 1 of 3	Division: South & East Victoria
Date Approved: January 2020	Printed copies of this document are not controlled.	Next Review Date: Annual PDP

Position Description

Program Administrator – ICFS Alliance



APC is the identified liaison between Governance and Operations Groups, and is responsible for fostering collaborative relationships between all partners in order to progress initiatives via the Action Plan.

The Program Administrator – ICFS Alliance, reports to the Alliance Project Coordinator and is responsible for scheduling and supporting governance, operations and working group meetings; providing administrative support for alliance events; assisting in the collection, collation and presentation of data; administration of Flexible Packages brokerage; and other general administrative duties for the Alliance.

Scope

Budget: *nil*

People: *nil*

Relationships

- Internal:**
- Alliance Project Coordinator
 - Alliance Chair
 - Family Services and Family Preservation and Reunification program Senior Managers and Managers
- External:**
- Alliance partners, including the DHHS as the funding body
 - Local area networks and partnerships

Key responsibility areas

- Office administration**
- Undertake general administrative duties including but not limited to printing, photocopying, and managing general communications to and from alliance agencies
 - Manage room bookings for training, reflective practice and Alliance meetings
- Program support**
- Provide support for meetings and working groups including scheduling, invitations, room bookings, catering, agendas, action lists and minutes
 - Support the Alliance Project Coordinator in collecting, collating, and preparing data for presentation to alliance agencies or external stakeholders
 - Maintain and update the Alliance Organisational Chart
 - Provide administrative support for Alliance events including scheduling using EventBrite, recording RSVPs, arranging catering, booking venues, assisting in set-up and pack-up, maintaining attendance records and distributing evaluation surveys
 - Maintain and update budget spreadsheet including supporting provision of a quarterly report to alliance operational and governance groups
 - Provide administrative support for Flexible Packages including monitoring funds via spreadsheet, and monitoring requests
 - Support the Alliance Project Coordinator in ensuring all administrative and reporting requirements for the program are completed and submitted within required timeframes
 - Develop new initiatives or systems to support the Alliance where required
 - Other duties as required
- 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.

Position Description

Program Administrator – ICFS Alliance



- 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.

Person specification

Qualifications

- Relevant qualification

Experience

- Well-developed skills in office administration and organisational systems
- Sound record keeping and attention to detail
- High to advanced level computer literacy skills including demonstrated experience in Microsoft Office suite of applications (particularly Microsoft Word and Excel), desk top publishing, database systems, electronic mail and internet.
- Demonstrated high level interpersonal and communication skills
- Demonstrated high level organisational and administrative skills including the ability to manage and prioritise a varied workload and meet deadlines as appropriate
- Demonstrated ability to use initiative
- Demonstrated ability to work harmoniously and cooperatively as part of a small team
- Experience in a human service organization is desirable
- Experience with EventBrite, Survey Monkey and Slido would be advantageous

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- Personal Attributes:
 - Verbal ability: Open, honest, articulate and flexible approach to communication – written and verbal. The ability to actively listen.
 - Interpersonal focus: Strong interest in people and respect for others. The ability to suspend judgement.
 - Cooperative: Demonstrates team behaviours striving for co-operative and professional relationships.
 - Conscientious: Responsible, dependable, organised and persistent.
 - Open to experience: High level self-awareness, with the ability to admit mistakes, as an opportunity for reflection, learning and development.
 - Professionalism: Professional, confident, focused and clear about purpose and able to set appropriate personal boundaries.

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.

Approved by: Group Manager	Page 3 of 3	Division: South & East Victoria
Date Approved: January 2020	Printed copies of this document are not controlled.	Next Review Date: Annual PDP