



POSITION DESCRIPTION

Position Title:	Playgroup Development Officer – South
Employment Term:	Fixed Term to June 30 2020 (6-month probationary period) subject to ongoing funding 20 Hours per week
Responsible to:	Chief Executive Officer (CEO)
Award:	Social, Community, Home Care and Disability Services Industry Award 2010.
Classification:	Social and community services employee Level 4 - Subject to experience and qualifications

Summary of Position:

The Playgroup Development Officer will work closely with Playgroup Tasmania CEO, Playgroup Tasmania Development Staff and other stakeholders to increase access to, and participation in, playgroups for all Tasmanian families.

The Playgroup Development Officer plays a key role in supporting Playgroup Tasmania to achieve its strategic direction, through:

- Promoting the playgroup model and raising awareness of the contribution playgroups make to child and family wellbeing.
- Supporting a coordinated and integrated approach to community and supported playgroups in Tasmania that respond to identified community need.
- Engaging with Playgroup Tasmania staff, community playgroup leaders & volunteers, local communities and other stakeholder organisations to support existing playgroups, as well as supporting the establishment of new community and supported playgroups.

Key Responsibilities:

Program Planning, Development, Implementation and Evaluation

Work with the CEO to develop an activity plan that includes successful evidence based strategies to:

- Increase access to, and participation in, playgroups for all families
- Advocate the value of the playgroup model for child and family wellbeing

- Increase the participation, and build the capacity of, community playgroup leaders
- Establish and/or strengthen playgroups in partnership with key partner agencies
- Develop and maintain a database of members, playgroups and playgroup venues
- Design, implement and report on evaluation activities

Community and Stakeholder Engagement

- Provide relevant information, education and support for existing and new community playgroups, encouraging community networks and development
- Seek funding opportunities that will enhance the development of playgroup initiatives
- Grow partnerships with stakeholders from the community, health, disability, education, government and non-government sectors to support achievement of program outcomes.
- Participate in key local community events to promote community awareness of the importance of playgroups
- Attend meetings/forums which relate to playgroups and key child and family support services projects
- Promote playgroups in Tasmania and raise awareness of the contribution playgroups make to child and family wellbeing.

Program Reporting

- Provide written & verbal reports to the CEO as required
- Collect data and prepare local evaluation reports as directed and when required
- Provide feedback to improve program quality

Selection Criteria (must be addressed):

Experience/Qualifications

Essential

- Experience in a community development or similar role

Desirable:

- Certificate II or III in Community and/or Children's Services as a minimum would be an advantage.
- Previous experience in facilitating the participation and inclusion of families with children of all abilities in the community

Knowledge

Essential

- Sound knowledge of program development.
- Understanding of the principles of community capacity building.
- An understanding of and commitment to the importance of play during early childhood (play-based learning opportunities)

Skills

Essential

- Ability to build relationships with industry professionals from both Government and Non-Government sector.
- Capacity to identify and resolve conflict in a professional manner at all times.
- Ability to manage own work plan to meet program outcomes.
- Computer literate in all areas of Microsoft Office 365 and electronic file management.

Performance Measures:

- Outcomes of the position will be evaluated using the indicators outlined in the table below.

How much will you do?	How well will you do it?
<p style="text-align: center;">Process measures</p> <ul style="list-style-type: none"> # playgroups supported # new community playgroups # playgroups visited # playgroup promotional opportunities undertaken # playgroup sessions 	<p style="text-align: center;">Quality measures</p> <ul style="list-style-type: none"> % playgroups feeling supported by Playgroup Tasmania % playgroups engaged with development workers % parents who value playgroup
Is anyone better off?	
<p>Performance Measures</p> <ul style="list-style-type: none"> % Children that are able to learn through play in playgroup % parents/ carers who feel connected to their community % parents/ carers who are confident in their parenting 	

Special Conditions:

1. Frequent travel within and outside of the nominated region required.
2. Access to a home office space
3. A current driver’s licence is required.
4. Current Working with Vulnerable People registration or willing to undertake.