



POSITION DESCRIPTION

Position Title:	Coordinator - Playgroup Programs
Employment Term:	Fixed Term to June 30 2023 (3-month probationary period) 25 hours per week (negotiable)
Responsible to:	Chief Executive Officer (CEO)
Award:	Social, Community, Home Care and Disability Services Industry Award 2010.
Classification:	Social and Community Services employee Level 6 - Subject to experience and qualifications
Location:	Hobart (Statewide)

Purpose:

The *Coordinator - Playgroup Programs* (Coordinator) will work closely with Playgroup Tasmania CEO, Playgroup Tasmania staff and key stakeholders to design and implement new playgroup programs as well as refine existing programs, ensuring a continuum of volunteer-led and targeted playgroup programs are available across Tasmania that support the wellbeing of children and their families through the first 1000 days, to transition to school and beyond.

The initial priority for this role is collaboration with program partner Families Tasmania to scope and deliver a program model for Action 3 within the [Child and Youth Wellbeing Strategy](#) – Supported Playgroups and Parent Groups for vulnerable parents.

Specifically, you will:

- Design, implement and evaluate a program of volunteer-led and targeted playgroups aimed at supporting child and family mental health and wellbeing in the critical first 1000 days.
- With a focus on “place”, engage with communities to identify and meet service gaps in regional areas and complementing the existing suite of playgroup programs.
- Work to establish effective stakeholder relationships that enable Playgroup Tasmania to achieve its operational and strategic objectives.
- Provide operational support and mentoring to all program staff and volunteers

From time to time the Coordinator will be responsible for participating in other local and national projects, in partnership with relevant stakeholders including the national and state and territory Playgroup organisations.

Our Commitment to the Safety of Children.

Playgroup Tasmania believes that all children have the right to live safely – emotionally, mentally and physically. Playgroup Tasmania is committed to promoting and protecting the safety and wellbeing of all children at all times and in all circumstances in interactions with Playgroup Tasmania. Everyone has a role to play in keeping children safe from harm and creating child safe and child friendly environments.

Playgroup Tasmania staff are required to commit to the Playgroup Tasmania Code of Conduct and adhere to all organisation policies.

Key Responsibilities:

Program Design and Coordination

- In collaboration with key partners plan, implement and oversee all aspects of playgroup programs as per contractual and organisational requirements.
- Apply the principles of community development to underpin all aspects of program design.

Planning and Reporting

- Plan, develop and coordinate processes for collecting and recording data and other information required for internal and external program reporting and evaluation.

Financial Accountability

- Contribute to the development and management of program budgets in collaboration with the CEO.

Communication and Engagement

- Build and maintain effective relationships with relevant stakeholders.
- Identify and implements strategies to facilitate relationships
- Provides advice and support to external organisations in relation to the project.

Performance indicators

How much will you do?	How well will you do it?
Process measures	Quality measures
#program/model design and implementation	%funders/contract managers satisfied
#partnerships formalized	%successful/ongoing partnerships
#consultation and engagement with members	%member satisfaction
Is anyone better off?	
Performance Measures	
#accessible playgroup programs available – gaps and needs addressed	
#community playgroups are confident and sustaining service	

Selection Criteria (must be addressed):

Skills, Knowledge and Experience

- Tertiary qualifications in relevant discipline eg Community Development, Early Childhood.
- An understanding and commitment to the National Principles of Child Safe Organisations
- Experience co-designing place-based programs to deliver outcomes for children, families and people experiencing vulnerability
- Understanding of the purpose and function of playgroups and sound knowledge of the various playgroup models, importantly volunteer and capacity building programs
- Demonstrated program development experience including design, implementation, and evaluation
- Demonstrated high level oral and written communication, consultation and interpersonal skills, including the ability to communicate effectively with people from diverse backgrounds
- Capacity to work independently with minimal supervision and collaboratively in a team environment, including providing mentoring and support to program staff

Special Conditions:

1. A current driver's licence is required (use of own car may be required)
2. Current Working with Vulnerable Persons registration or ability to undertake
3. National Police Check or ability to undertake
4. Frequent travel within and outside of the nominated region, and some interstate travel may be required
5. Suitable home office environment