

Position Description

Standing Tall in Hamilton Inc. Program Co-ordinator

Role Title:	STiH Program Co-ordinator
Employment Status:	Part Time (only during school terms and school hours, negotiable)
Contact for Employment Information:	Standing Tall in Hamilton Inc.
Employment Contact Information:	TBA
Employment Date Effective:	November 2021

Vision:

Students fulfilling their potential to live rich and rewarding lives and be valuable members of the community.

Mission:

The training of community mentors to support and encourage students to reach their full potential.

Values & Behaviours:

Standing Tall in Hamilton (STiH) is a values-based organisation that aims to attract, develop and retain people with ability, passion and potential within a culture of continuous learning and high performance.

Position Objectives:

- To co-ordinate the STiH mentoring program in all the local participating schools in accordance with the organisations policies and procedures
- Liaise with nominated school contact officers

Key responsibilities & Performance Standards

The key responsibilities and performance indicators may be modified from time to time to ensure that the desired outcomes of the program are in line with the STiH Vision & Mission statements.

The key responsibilities and performance standards of the Program Co-ordinator will include:

- Operate in accordance with the Memorandum of Understandings (MOU) for each school.
- Together with the Program Manager, oversee recruitment, screening and matching of volunteer mentors and student mentees.
- Follow all STiH program policy and procedures and maintain best practice standards.
- Ensure participants and volunteers follow standard processes and procedures.
- Identify and report any program issues or complaints to the Program Manager.
- Maintain the highest ethical standards and confidentiality in dealing with STiH supporters, partners and each other.

The position will require the achievement of performance standards and indicators determined on an annual basis and subject to ongoing review.

Confidentiality

The Program Co-ordinator must not, whether during or after their employment with STiH, make any improper disclosure or use of:

- Any information for which the disclosure may be detrimental to the interests of STiH or any other person who has been part of the program.

Organisational Relationships

REPORTS TO:	STiH Program Manager
SUPERVISES:	Program participants including volunteer mentors and student mentees
SUPPORT:	Liaise closely with the individual school's STiH contact person

Accountability & Extent of Authority

- Authority to make decisions and implement strategies in relation to STiH in consultation with the Program Manager.
- Working with the Program Manager to prepare timetables and coordination of participant schools and volunteers.
- Direct participants and volunteers as required and in agreement with the schools MOU.
- Represent STiH when requested and with the knowledge of the Program Manager.
- Work at the request of the Program Manager for monitoring and evaluating the delivery of the program.
- Understand and observe the Risk Management Policy and related procedures.
- Comply with Records Management policies, procedures and requirements.

Judgement & Decision Making

- This is a specialised position that is required to make professional judgements.
- Decision making will be governed by the Program guidelines, STiH and each school's MOU.
- Decisions and advice will be given in a timely manner.
- Operate the STiH mentor program within the constraints of pre-set budget requirements.

Management Skills

- Skills in managing time, planning and organising own work and set priorities.
- Ability to supervise individuals and small teams.
- Ability to connect to and work with nominated school officers and young people.
- Ability to interpret and implement policy and program plans.
- Ability to maintain accurate records.
- Understanding of Occupational Health and Safety and Equal Employment Opportunity.

Skills & Knowledge Required

- Knowledge of youth issues within the local community.
- Understanding of State and Local Government volunteering and youth policies and strategies.
- Volunteer management including recruitment, retention and recognition and ensuring compliance with relevant regulations and STiH's policies and procedures.

Interpersonal Skills

- Excellent verbal and written communication.
- Ability to gain cooperation and assistance from participants, stakeholders and members of the public to achieve program outcomes.
- Ability to work as a member of multi-disciplinary teams.

Qualifications & Experience

- Experience in Social Sciences, Youth Work, Community Development or, related field experience is essential.
- Demonstrated proficiency in computer skills with experience in word-processing, spreadsheet and database software packages is essential.
- Current Victorian Drivers Licence is essential.
- Current Working with Children's check is essential.
- Current satisfactory Police Records Check is essential.
- Current First Aid & CPR certificates are essential.

Employee Risk Management Responsibilities (including OH&S)

The following items are the duties of each employee:

- To take reasonable care for their own safety and the safety of others affected by their acts or omissions;
- To co-operate with their employer in relation to any action taken to comply with the OH&S Act;
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of health and safety;
- Not wilfully place at risk the health and safety of any person at the workplace;
- Report all safety hazards and risk exposures, including losses to the Program Manager;
- Maintain physical security of all property, equipment and buildings within your jurisdiction and control;
- All staff are required to actively reduce STiH's exposure to losses related to security, public liability and professional indemnity and reporting areas of concern.

Key Selection Criteria

- Experience in Social Sciences, Youth Work, Community Development or a related field, or, industry related experience.



- Demonstrated volunteer management skills.
- Skills in time management, report writing and program evaluation.
- Ability to engage with program participants, stakeholders, community groups and young people.
- Excellent interpersonal and communication skills.
- Proficient in a wide range of software applications including word processing, databases, and spreadsheets.
- Energy, motivation, and positive attitude.
- Current Victorian Drivers Licence.
- Current Working with Children’s check.
- Current satisfactory Police Records Check.
- Current First Aid & CPR.

Terms of Employment

Part-time role, hours to be negotiated. Consideration must be given to ensure each school day lunch period (eg. 10:30-2:30pm) enables the Program Co-ordinator to visit every participating school during each school week.

Signed

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Employee’s Name

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Employee’s Signature

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Date

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President’s Signature

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Date



This document and its contents are to be approved by the STiH committee of management as well as the STiH Program Manager. The signatures and date will be the acceptance of this document by both the employee and the STiH committee of management.

Related Documents:

Document Control Notes:

Any major change requests to this document requires a review by the Program Manager and the STiH committee of management for approval and signed acceptance by all parties.