



## Job Description

<b>Position title</b>	<b>State Coordinator</b>
<b>Reports to</b>	Development and Operations Manager
<b>Location</b>	<b>Canberra, ACT</b>
<b>Status:</b>	Part Time
<b>Salary Range</b>	SCHADS Level 6.1 Base + Superannuation + Salary Sacrifice
<b>Hours</b>	Permanent Full Time (30.4 hrs/week)

## Position Statement

### Primary Purpose of the Position

- This role is responsible for contributing to the development of the Strategic Plan and meeting the Operational Plan goals through developing and implementing the State Action Plan.
- This position is responsible for compliance with contractual obligations, and ensuring organisational KPI's are met.
- As a system's advocate promote the rights of children and young people through sophisticated advocacy strategies.
- Using a collaborative approach to facilitate the voice of children and young people to key decision makers to improve the out of home care system.
- Oversight and implementation of the delivery of CREATE programs and activities.

## POSITION DESCRIPTION

### Key Responsibilities

#### Management

- Contribute to the organisational strategic plan and take responsibility for developing the state Action Plans and Individual Work Plans.
- Work in collaboration with the Development and Operations Manager to negotiate and implement State Service Agreements (and other State contracts)
- Implement and monitor program delivery.

- Provide regular supervision and support to direct reports following organisational policy.
- Facilitate team meetings and keep accurate minutes.
- Manage the day to day operation State office/s.
- Advocate effectively at State level for the rights and wellbeing of children and young people.
- Develop and maintain positive working relationships of key stake holders (Government and Non-Government)
- Provide high level quality reports in within required time frames.
- Collect accurate data, record statistics and analyse monthly statistical data to ensure KPI's are on track and risk is identified and reported.
- Contribute meaningfully to national initiatives and programs.

### **Connect**

- Proactively engage with children and young people
- Ensuring the clubCREATE data base is kept up to date.
- Oversee events and activities – including promoting the event, communicating with key stakeholders, booking venues, organising catering, equipment hires, and transport as required.
- Develop Risk Assessments for programs and activities according to organisation policies.

### **Empower**

- Monitor staff adherence to delivering CREATE programs and activities accordingly to the training package guidelines
- Ensure that attendance sheets and evaluation forms are distributed and collated.

### **Change**

- Actively engage with, and listen to, children and young people and facilitate their participation
- Communicate the experiences of children and young people through communication channels including influencing committee, state/territory team meetings, etc
- Promote CREATE Foundation's key advocacy messages as communicated through the Strategic Plan and Policy and Advocacy Team to children and young people and key decision makers

### **Reporting**

- This position reports directly to the Development and Operations Manager

### **Budgeting**

- This role is responsible for the state and regional budget. It is responsible for ensuring that the both budgets are adhered to and that the organisations financial policies and guidelines are adhered to.

### **Citizenship and Teamwork**

- Demonstrate an active, dedicated commitment to the CREATE Mission, Vision and Core Principles.
  - Actively seek to understand, represent and support CREATE's vision, strategic direction and company position to all stakeholders, internally and externally.

- Ensure a high level of confidentiality and integrity; liaise with stakeholders in a professional, respectful and constructive manner
- Actively contribute to an environment of personal and physical safety for all staff, visitors and young people (incorporating company guidelines including Workplace Health and Safety, discrimination and harassment, etc.).
- Participate in national CREATE initiatives, projects and events.

## **Key Relationships**

### **Internal**

- Development and Operations Manager
- Influencing Manager
- Marketing and Communications Manager
- Senior Community Facilitator
- State Team

### **External**

- Statutory body
- Sector partners (Non- government agencies)
- Children and young people with a care experience

## **Key Result Areas**

- Adhere to contractual obligations outlined in Service Agreements, and Contracts.
- Adhere to state budget and financial controls.
- Effectively adhere to the State Action Plan goals, and achieve identified outcomes.
- Effect positive change for children and young people by informing public policy through systemic Advocacy.
- Maintain positive working relationships with key stakeholders.
- Effectively manage, supervise and monitor staff.
- Interpret, implement and adhere to organisational policy and procedure.
- Provide quality reports and capture accurate data within the data reporting tool and meet stated timeframes.
- Ability to engage respectfully with children and young people in care including those from all cultures including Aboriginal and Torres Islander backgrounds. Ability to abide by child safe standards.
- Contribute to a positive organisational culture, and ensure that CREATE effectively facilitates Child Safe Standards

## **Direct Reporting Relationships**

This position reports directly to the Development and Operations Manager.

## SELECTION CRITERIA

(Not to exceed 4 pages in total)

### Key Criteria

- Must have Tertiary qualifications – Degree in Social Work, Business, Behavioural or Social Science, Psychology, Community Development or related discipline, and at least 3 years Managerial experience.
- Current Driver's Licence
- Successful Security Check – per state requirements (for example Working with children card / Ochre card)
- Must successfully undertake a bankruptcy check
- Must comply with government and / or health directives in each state jurisdiction, and where so indicated be vaccinated for COVID 19.

**You MUST address the below Selection Criteria and forward with your Cover Letter, and CV/Resume to be considered for this role:**

### Selection Criteria

1. A high level of understanding of the child protection and / or foster care system, coupled with an ability to critique new legislation and policy. Demonstrated skills in systems advocacy, and an in depth understanding of how to effectively advocate for children and young people who are marginalised and/or disadvantaged.
2. Highly developed written and interpersonal communication skills coupled with confidence in conflict resolution, and problem solving. Ability to maintain accurate records and highly developed computer literacy skills (Microsoft Office).
3. Demonstrated experience or ability to develop and foster positive working relationships within the out of home sector.
4. Experience in developing, managing and adhering to budgets, as well as in negotiating funding and Service Agreements.
5. Demonstrated skills in data collection, data analysis and striving to meet and report on KPIs or targets.
6. Highly developed leadership skills and ability to motivate, support and manage a multi- disciplinary team. Demonstrated ability to supervise and manage individuals to ensure that organisational goals and contractual KPI's are met.
7. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander communities and culture, and an understanding of the principles and practices for engaging with Aboriginal and Torres Strait Islander people. Ability to abide by child safe standards.