



POSITION DESCRIPTION

POSITION TITLE	Early Years Program Coordinator
DIVISION	Children, Youth, and Inclusion
DEPARTMENT	Early Years, Children and Families
REPORTS TO	Program Manager – Connie Benn Centre

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business, and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth, and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice, and research to advocate national, state, and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regard to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people, and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy, and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DIVISION AND DEPARTMENT PURPOSE

Children, Youth, and Inclusion (CYI) is a diverse service delivery division in BSL. Children, Youth, and Inclusion is typically made up of small to medium size operational activities aimed at providing services to children, families, young people, and adults. CYI is required to operate in a flexible and agile way to lead change and influence systems. CYI responds to the external political and service sector environment and offers new practice, service design and policy solutions to influence lasting change. All programs in the division must have a systemic change ambition beyond the service delivery.

BSL's **Early Years, Children and Families (EYC&F)** programs work alongside parents, carers, and families to expand their capabilities, skills, and access to early years programs in order to support children's learning and development. Our work is located in place and in partnership to enable inclusion and voice as central levers to our practice, evaluation, and reform.

POSITION OVERVIEW

The Early Years Coordinator is part of the EYC&F team located at the Connie Benn Centre in Fitzroy. The primary focus is coordination of the Family Learning Support Program (FLSP) which delivers home learning support and multicultural playgroups to Culturally and Linguistically Diverse (CALD) communities living in public housing. The program supports family engagement with Early Childhood Education and Care (ECEC) services and strengthens parent capacity as their child's first teacher.

This position includes coordinating the Multicultural Playgroups, coaching the bicultural FLSP team to successfully deliver the program including supporting CALD children and families engaging with early years services and fulfilling program reporting requirements. Currently, families we support live in the City of Yarra, City of Melbourne, City of Maribyrnong, and City of Moonee Valley. This position includes staff supervision and coaching, program coordination and delivery, monitoring, data collection, and report writing.

KEY RESPONSIBILITIES AND DUTIES

Program and Practice Responsibilities:

- Coordinate FLSP program delivery (multicultural playgroups; individual and home learning support), program promotion, registration, planning, report writing, and case studies.
- Coaching and early years practice development with FLSP team including CALD children and family's engagement in early years learning through playgroups, home learning and individual family support.
- Coach FLSP team with building parent capacity including referral practices, home learning practices, individual family support and service navigation practice.
- Support the continuous improvement of FLSP practice and program documentation.
- Facilitate FLSP individual and staff meetings for planning, coaching, and practice reflection.
- Support FLSP staff with daily workplace activities including computer use, administration, and data collection.
- Support and/or coordinate annual events as required; this may include school holiday programs or external partnership activities.
- This position will require direct contact with children and/or vulnerable individuals. Child Safety practices and policies that are aligned to the Victorian Child Safe Standards underpin our work, and the position will support staff with ongoing learning and development in this space. We work collaboratively across BSL and external specialist services to support our work and ensure a safe, supported, and inclusive space for everyone.

Collaboration and Partnerships:

- Actively engage and work closely with CALD Outreach Workers, MCH, ECEC services, local government, and community networks to ensure collaboration and partnership.
- Attend relevant external network meetings to identify opportunities, learn and collaborate as well as promote FLSP and broader programs offered at BSL.

General responsibilities:

- Work collaboratively and respectfully within teams to achieve common goals.
- Model BSL's values and adhere to the Code of Ethical Behaviour in everyday work practices.
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting actions through continual improvement activities.
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices including risk management and incident reporting in accordance with BSL policies and procedures.
- Other duties as required.

SCOPE OF RESPONSIBILITY

Direct Reports : Four Family Learning Support Program practitioners

KEY SELECTION CRITERIA

Qualifications:

- Relevant tertiary qualification in Early Years including experience working in early childhood settings. Experience with Supported Playgroups is highly regarded.

Skills and Knowledge:

- Experience coaching and supporting staff from diverse backgrounds in a culturally safe and respectful way.
- Strong interpersonal and communication skills with the ability to build and maintain effective relationships.
- Experience and knowledge of early years services and practice frameworks.
- Experience working with refugee, migrant and newly arrived families living in public housing and/or understanding and empathy of these lived experiences.
- Strong computer literacy skills with competency in using Microsoft Office programs including Word, Excel, Outlook, Share Point, Teams, and PowerPoint.
- Report writing skills and experience with data capture, including managing community feedback.
- Well-developed time management skills with the ability to plan workload, prioritise tasks and meet deadlines.
- Ability to speak a shared language with communities living in public housing across City of Yarra, City of Melbourne, City of Maribyrnong, and City of Moonee Valley is highly regarded.

MANDATORY EMPLOYMENT CRITERIA

- Proof of eligibility to work in Australia is required.
- Driver's License and access to a vehicle (milage reimbursed).
- A satisfactory Police Check is required. BSL will facilitate this process.
- A Working with Children's Check is required for this position. BSL will facilitate this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.