



Position Vacant: Program Coordinator

Thank you for your interest in the position of Program Coordinator.

Katherine Isolated Children's Service KICS is a mobile playgroup and parent information service, operating in an area of some 750 000sq km. KICS has two field teams that provide educational, play based playgroups for socially and geographically isolated children. KICS services Indigenous communities, pastoral stations, road houses, small townships, campdrafts and community events and anywhere else there are children in the remote/isolated region we service.

Our client group are parents, carers and educators and their children aged from birth to 12 years old; the focus age group for playgroups are children aged between birth and 5 years. In addition to playgroups we provide parents with information, resources and connection with outside services and support in regards to the education and development of their children.

The families we work with are beyond mainstream services and we operate in unique situations, with a distinctive style of service delivery. The position of Program Coordinator requires a professional person who is flexible, innovative and eager for a challenging and rewarding experience.

The position is primarily located in the KICS office in Katherine, but it will also involve limited travel to some of the most remote areas of the NT. This is not the usual 9 to 5 position and the service delivery may necessitate outside of normal working hours, some weekend work as well as the occasional public holiday. KICS staff operate on a time-in-lieu basis for additional hours worked beyond a normal working week. Time-in-lieu accrued may be used during the year in negotiation with the Board of Management. Annual leave and any remaining time-in-lieu is generally taken during the Christmas break.

Remuneration package is **based on 16 hours week** at \$53,000 per annum, plus superannuation.

The commencement date for the position is January 2024.

Please forward applications addressing the selection criteria, include a Curriculum Vitae and two referees, by email or post to KICS by COB Friday 29th September 2023.

Amanda Tootell

Program Coordinator

email: coordinator@kics.org.au

KICS PO Box 1601, Katherine NT 0851



PROGRAM COORDINATOR - SELECTION CRITERIA

Applicants to respond to Selection Criteria and provide 2 referees.

Essential

- Bachelor of Early Childhood Education or Bachelor of Education
- Demonstrated ability & experience using MYOB accounting;
- High level of computer abilities/aptitude;
- Demonstrated experience in staff management;
- Demonstrated capacity to exercise effective decision making, organisational management and general leadership;
- Ability to work pro-actively both independently & as part of a team;
- NT 'C' class drivers license;
- 'Ochre Card' and National Police Check (or ability to obtain);
- Ability to develop and implement play based early childhood playgroup programs.

Highly Desirable

- Demonstrated ability to exercise initiative and flexibility;
- Demonstrated ability to work & communicate with a range of people including pastoral station staff, Indigenous community members, Government & non-government employees;
- Ability to problem solve and effectively utilise local networks.

Desirable

- Demonstrated off road driving experience;
- Demonstrated experience driving with a trailer;
- Basic mechanical skills and knowledge;
- Senior First Aid Certificate;
- Experience conducting presentations to various groups.

PROGRAM COORDINATOR DUTY STATEMENT

Responsible to:

- Board of Management

Primary Purpose:

- To be responsible to, and be directed by, the KICS Board of Management in the implementation of programs to service the Playgroup needs of children and their families living in remote areas of the Katherine region and other designated areas.

Primary Duties:

- Oversee the field teams in the organisation, implementation and delivery of playgroup programs and give leadership to ensure effective playgroup program delivery to meet the needs of the client group.
- Oversee the maintenance and upkeep of the KICS fleet of vehicles.
- Oversee the maintenance of office equipment, including Information Technology and playgroup resources to the highest health and safety standards.
- Ensure staff are aware of and are implementing suitable procedures in respect to safety requirements, emergency field repairs and other matters concerned with keeping the mobile units and Field Teams safely on the road.
- Report writing, funding applications and acquittals as required by funding bodies including the National Indigenous Australians Agency, Northern Territory Government and KICS Board of Management.
- Development and delivery of KICS Newsletter at least four times per year using the EPublisher platform.
- Maintain professional knowledge and confidentiality.
- Record keeping which reflects the field services provided and the programs delivered.
- Attending to financial matters, payment of accounts and reconciliations, wages, tax and super – maintain adequate and accurate financial records and prepare books for auditor.
- Organising and maintaining general office files, inventories and attend to any other general office administrative duties.
- Maintain the KICS office and attend to all other administrative duties necessary for an effective and efficient operation.

- Liaise with Government and non-Government departments and groups to ensure that KICS is an effective and efficient organisation addressing the needs of the client group.
- To organise the Field Team itineraries and delivery to playgroup venues as defined by the KICS Limits of Field Service document; ensuring that new families are added to the KICS database and have access to the service where possible.
- Effective and open communication with KICS Board of Management.
- Assist in the organisation of Board meetings.

Program Coordinator Position Description

POSITION TITLE: Program Coordinator
TIME FRACTION: 0.6
SALARY PACKAGE: \$53,000 (based on 0.6)
plus superannuation.

REPORTS TO: KICS Board of Management

DAYS OF WORK: 16 hours per week - days and times negotiable

Primary Responsibilities

1. Playgroup Delivery

- Develop and implement play based programs.
- Organise and manage Field Team itineraries and effective playgroup delivery.
- Manage KICS fleet of vehicles to maintain safety standards.

2. Administration & Finances

- Maintain KICS accounts, invoices and bank accounts.
- Complete all other financial duties, including payroll, GST & petty cash.
- Ensure operating budgets are met.
- Development & delivery of KICS Newsletter (4 times per annum).
- Complete all reporting requirements as set out by Funding bodies and other reports as necessary.
- Update, implement and draft policies as directed by KICS Board of Management.
- Ensure Information Technology and computing systems are functioning, including safety technology.

3. Development of Staff & Service

- Recruitment of staff for Field Team positions, in consultation with the Board of Management
- Identify and provide submissions for possible funding opportunities that add to or extend the service.

- Identify possible opportunities for Professional Development for staff.

4. Advocacy & Networking

- Participate in networking and Early Childhood service delivery in the Katherine region.
- Maintain and strengthen strategic relationships and partnerships with other Early Childhood and community organisations in the Katherine region.
- Advocate on behalf of KICS and remote, early childhood education to appropriate politicians, government departments and agencies.
- Update KICS website and FaceBook page regularly