

Ardoch Project Coordinator- Primary School



Ardoch Youth Foundation is a national not for profit organisation working to make education a reality for children and young people including those experiencing homelessness and disadvantage. Ardoch believes that education provides the means for creating options and choices in life and provides wellbeing support and increased learning opportunities for over 10,000 young people at 37 early learning, primary and secondary schools across Victoria, Brisbane and Perth.

Ardoch recognises that too many early childhood centres, primary and secondary schools lack the resources and ability to respond adequately to young people in difficult circumstances and as such links schools, corporate organisations and communities, to generate resources to support and facilitate programs and activities that assist schools, young people and their families.

Mahogany Rise Primary School is a small (under 200 students) primary school in Frankston with a significant proportion of students from families experiencing disadvantage. The school has a strong focus on understanding the challenges faced by students and families in the community, and has developed key areas and partnerships to minimise the impacts of these challenges on children's learning. The Ardoch Project includes coordination and development of Breakfast Club, Ardoch community volunteers and corporate volunteer opportunities as well as support work with families and students. A development area in 2010 will be the transition of students from Year 6 to year 7. The project is supported by Ardoch's Frankston office, as well as the Head Office in St. Kilda.

Reports to: Programs Manager

Staff Managed: Nil

EFT: 0.5

Key Functions:

- 1. Project Development**
- 2. Direct Service to Students and Families**
- 3. Community Networking**
- 4. Volunteer Coordination**

Areas of Responsibility:

1. Project Development including:

- Identifying specific needs of school community
- Developing responsive school-based programs
- Documenting all programs, policies and processes of the Ardoch Support Project
- Identifying and coordinating corporate support opportunities including volunteers
- Involvement with school and community working parties as required
- Ongoing evaluation of the Ardoch Support project
- Facilitating community education, participation and action
- Establishing and ensuring good communication channels between Ardoch and the school community/ies

2. Direct Service to Students and Families including:

- Providing referral and support services to students and their families

3. Volunteer Coordination including:

- Organising the placement of volunteers in consultation with school staff
- Providing ongoing support for volunteers, including regular communication
- Providing ongoing support to staff in relation to working with volunteers
- Coordinating ongoing training for volunteers
- Communicating volunteer information and timetables to Ardoch Volunteers Coordinator on a regular basis

4. Community Networking including:

- Developing contacts and relationships with relevant early childhood education centres, primary schools, government and community
- Developing protocols and procedures to support network relationships

5. Other Duties as Negotiated

Key Selection Criteria:

Essential

- Commitment to and understanding of the vision and work of the Ardoch Youth Foundation
- Dynamic person with the ability to think clearly, originally and laterally
- Ability to consult, cooperate and collaborate effectively with a diverse range of people and organisations
- Demonstrated ability to work independently and as part of a team
- Ability to collect, interpret and assess information
- Demonstrated project management skills in community development
- Relevant background and experience working with families and children

Desirable:

- Relevant tertiary qualifications
- Experience working within schools

Employment Prerequisites:

- Current Victorian Drivers Licence
- Roadworthy vehicle
- Successful Working With Children Check and Criminal History Check

For further information please contact Dianne Richter, Programs Manager on (03) 9537 2414.

Please send applications with statements addressing the Key Selection Criteria to meagan.downie@ardoch.asn.au or Ardoch Youth Foundation, 198 St Kilda Road, St Kilda VIC 3182.

Applications close: Wednesday, 3rd March, 2010 at 12.00 noon.

Ardoch is an Equal Opportunity Employer.