

# Position Description



**Position Title:** Program/Project Coordinator

**Branch:** PCYC Logan City

**Primary purpose of role:** The Program/Project Coordinator will research, prepare, develop, implement and evaluate a range of activities and programs that meet the needs of the local community. The role is responsible for building effective networks and developing partnerships with community organisations to achieve positive outcomes for the local community and improved youth development. This role supervises youth development and works with Association staff to widen participation of Branch Members in State Youth Programs.

## Reporting Structure

Reports to:

Branch Manager

Roles reporting to this position:

Nil

## Working Relationships

<u>Internal</u>	<u>External</u>
<ul style="list-style-type: none"><li>• PCYC Branch Management and Staff</li><li>• PCYC State Team as required</li></ul>	<ul style="list-style-type: none"><li>• PCYC Members</li><li>• Queensland Police Service</li><li>• Government, Business and Community Organisations</li><li>• Schools and Developmental Facilities</li><li>• Sporting Groups and Associations</li><li>• Funding Organisations</li></ul>

## Key Performance Indicators

KPI	Description	Measures
Program Development	<ul style="list-style-type: none"><li>• Develop, promote, implement and evaluate community programs to engage participants</li><li>• Deliver programs that respond to local needs and increase access to Branch resources by youth and other community members</li><li>• Provide appropriate and timely referrals for program participants to relevant community organisations</li><li>• Improve relationship networks between program participants and other community organisations through community projects and partnerships</li><li>• Provide information about community services and resources available to the program participants and their families</li><li>• Identify suitable paid/volunteer staff to become involved in the delivery of</li></ul>	<ul style="list-style-type: none"><li>• Activities and programs are developed and implemented and meet the needs of the target participants</li><li>• Programs are safe, creative and varied and activities suit the needs of participants</li><li>• Evidence of appropriate referrals provided to support participant needs</li><li>• Positive feedback received from, and partnerships formed with, Government and community groups</li><li>• Evidence of appropriate information and resources provided to address needs</li><li>• Programs have adequate human resources to ensure they are effective</li></ul>

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	<ul style="list-style-type: none"> <li>activities/programs</li> <li>Develop and implement an evaluation tool for the programs to enable continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>Evidence that programs and activities are evaluated and monitored</li> </ul>
<b>Program Management</b>	<ul style="list-style-type: none"> <li>Provide feedback in relation to programs and individuals to State Youth Programs Team</li> <li>Undertake community scans to determine youth and community development needs and liaise with Grants Unit to prepare applicable grant applications</li> <li>Provide monthly reports on program activities as required by the Manager and/or Funding Agency/Organisation</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of support, feedback and guidance given to the State Youth Programs Team</li> <li>Regularly source funding opportunities and complete and submit funding applications within agreed timeframes</li> <li>Programs reports completed in appropriate format and submitted within agreed timeframes</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>Oversee the financial management of the program</li> <li>Input into the preparation of budget as required</li> <li>Monitor and report on spend against budget</li> </ul>	<ul style="list-style-type: none"> <li>Accurate and timely financial budget, variance and other financial analysis, reports and advice provided to Branch Manager as required</li> <li>Ensure the program is within budget</li> </ul>
<b>Stakeholder/Team Management</b>	<ul style="list-style-type: none"> <li>Develop ongoing and sustainable working relationships that contribute to the growth of program activities</li> <li>Provision of competent and confidential administrative support to the Branch Manager as required</li> <li>Supervision of team members including setting of key performance indicators to ensure role requirements are met</li> <li>Team members have access to appropriate supervision and support along with professional development opportunities</li> <li>Train team members in the safe delivery of programs and ensure a safe workplace for clients</li> </ul>	<ul style="list-style-type: none"> <li>Long term strategic partnerships developed that result in a growth in program activities</li> <li>Maintenance of privacy and confidentiality of commercial, personal and operational information</li> <li>Supervision of team members complies with Association employment practices</li> <li>Able to demonstrate that team members are supervised, workloads managed and team members have access to professional development opportunities</li> </ul>
<b>PCYC Policy and Procedures</b>	<ul style="list-style-type: none"> <li>Gain an understanding of and comply with PCYC policies and procedures</li> <li>Understand and ensure compliance with PCYC work health and safety policies and procedures in all Association workplaces</li> <li>Accepts personal responsibility for maintaining a safe workplace and work practices</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated knowledge of and compliance with all PCYC policies and procedures</li> <li>Comply with work health and safety practices including identification and reporting of hazards/workplace incidents as they occur</li> </ul>

While representative of the duties and responsibilities of the role, this Position Description does not imply that these are the only duties to be performed. The employee may be required to follow any other lawful instructions and to perform any other duties reasonably requested and within the assessed skills of the employee.

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### Selection Criteria

To qualify for this position the following essential criteria must be met:

1. Minimum Diploma of youth work or relevant qualification in the area of practice, or equivalent level experience
2. Minimum 3 years' experience in social and community sector programs
3. Ability to effectively supervise and develop staff and volunteers
4. Demonstrated experience working with people of all ages and physical attributes
5. Demonstrated experience in developing and managing budgets
6. Effective time management skills with a demonstrated ability to meet multiple deadlines and commitments
7. Effective communication, negotiation and interpersonal skills with demonstrated ability to build relationships with stakeholders
8. Demonstrated ability to work autonomously and as part of a team
9. Intermediate skills in the Microsoft Office suite of products (Word, Excel, Outlook)
10. Eligibility for a Children's Commission Suitability Notice/Blue Card
11. Hold, or eligible to hold, a light rigid driver's licence

### Standards to which performance will be assessed

- Key Performance Indicators
- Compliance with PCYC policies, procedures and practices
- Compliance with the position description
- Management and peer feedback

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### Sign Off

I understand that my performance will be managed as per the requirements outlined above in the position description. I confirm that I have read, understood and commit to the above.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

CREATED BY:	Senior HR Advisor
APPROVED BY:	GM People
DATE CREATED:	May 2016
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