



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Education Program Coordinator – Warrnambool Tutoring Program</b>
<b>Location:</b>	<b>Warrnambool &amp; Box Hill (as needed)</b>
<b>Reporting to:</b>	<b>Team Leader – Education Programs</b>
<b>Direct Reports:</b>	<b>Nil</b>

### ORGANISATIONAL CONTEXT

#### Our Vision

The Society aspires to be recognised as a caring Catholic charity offering ‘a hand up’ to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

#### Our Mission

The St Vincent de Paul Society (the Society) is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

#### Our Values

- Commitment: Loyalty in service to our mission, vision and values
- Compassion: Welcoming and serving all with understanding and without judgement
- Respect: Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- Integrity: Promoting, maintaining and adhering to our mission, vision and values
- Empathy: Establishing relationships based on respect, trust, friendship and perception
- Advocacy: Working to transform the causes of poverty and challenging the causes of human injustice
- Courage: Encouraging spiritual growth, welcoming innovation and giving hope for the future

#### Our Services

The St Vincent de Paul Society’s members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include home visitation; youth programs; soup vans; assistance for asylum seekers and refugees; Compeer programs for people experiencing mental illness; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated ‘members’; all who volunteer their time to undertake a range of community support activities at a local level (‘conference’), semi-regional level (‘regional’), regional level (‘central’), and state level (‘state’). There are also a number of volunteers who form part of collaborative state and national committees, special works and also service the Vinnies Shops.

The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.



**PURPOSE OF ROLE**

The Warrnambool Tutoring Program supports children from families experiencing disadvantage to grow social and academic confidence. The Education Program Coordinator is responsible for the planning, operation and reporting of the Warrnambool Tutoring Program. They will recruit, induct and support volunteers; enrol students; develop resources; and support the sustainability and growth of the program.

**KEY ACCOUNTABILITIES**

Key Accountability	Deliverables
<b>Contribute to the organisational culture</b>	<ul style="list-style-type: none"> <li>• Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society and ensure the Society’s values are incorporated into all aspects of the performance of the role</li> <li>• Respect the Catholic values inherent within the Mission of the organisation and the expression of spirituality and reflective practice in the workplace</li> <li>• Positively contribute to and influence organisational culture</li> <li>• Actively participate in activities that develop your personal and professional skills, knowledge and experience</li> <li>• Regularly attend and actively participate in all team / divisional and organisational meetings</li> <li>• Contribute to developing a culture of continuous improvement and respond positively to change</li> </ul>
<b>Safety - Staff</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for your own safety and that of others that may be affected by your actions or lack of actions</li> <li>• Identify and report hazards within 24 hours of them occurring on the incident reporting system</li> <li>• Manage day to day risks in line with policy and procedures</li> </ul>
<b>Volunteer recruitment, induction and training</b>	<ul style="list-style-type: none"> <li>• Advertise, screen, select and induct volunteers</li> <li>• Ensure all volunteers have current Working With Children Checks &amp; National Criminal History Checks and that they abide by the SVDP Code of Conduct for Contact with Children</li> <li>• Provide regular training opportunities for volunteers</li> <li>• Recognise and acknowledge volunteer contributions</li> </ul>
<b>Student Management</b>	<ul style="list-style-type: none"> <li>• Liaise with schools, conferences and families to enrol students and gain understanding of their particular learning needs</li> <li>• Ensure the safety and wellbeing of children, including during emergency situations</li> <li>• Use a variety of suitable interventions to meet individual student learning and behavioural needs</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Ensure appropriate use of the venue</li> <li>• Ensure the program has necessary resources to run effectively</li> <li>• Assist with the planning of program budgets and work within set budgets</li> </ul>



<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• Conduct regular reviews to ensure that program outcomes are reflective of student needs</li> <li>• Provide timely and detailed progress reports</li> </ul>
<b>Legal and ethical compliance</b>	<ul style="list-style-type: none"> <li>• Ensure a safe environment and compliance with all SVDP policies and procedures in addition to legal and legislative requirements, including but not limited to Equal Opportunity, Occupational Health and Safety, Privacy and Child Protection legislation</li> </ul>

**POSITION CONTACTS**

<b>Most Frequent Contacts</b>	<b>Internal/ External</b>	<b>Nature or Purpose of Contact</b>
Team Leader Education Programs	Internal	<ul style="list-style-type: none"> <li>• Support, supervision, reporting and interaction</li> </ul>
Program Steering Committee	Internal	<ul style="list-style-type: none"> <li>• Support, reporting and interaction</li> </ul>
Youth & Education Team; Membership and Development Department	Internal	<ul style="list-style-type: none"> <li>• Team support and interaction</li> </ul>
Volunteers and students	Internal	<ul style="list-style-type: none"> <li>• Relationship building and training, supporting and encouraging</li> </ul>
Staff and members of St Vincent de Paul Society	Internal	<ul style="list-style-type: none"> <li>• General contact</li> </ul>
Schools, parish, universities and families	External	<ul style="list-style-type: none"> <li>• Relationship building, networking and resourcing</li> </ul>
Agencies, councils & organisations	External	<ul style="list-style-type: none"> <li>• Relationship building, networking and resourcing</li> </ul>
Others	External	<ul style="list-style-type: none"> <li>• As required</li> </ul>



## KEY PERFORMANCE INDICATORS

These will be developed by the Manager in consultation with the incumbent and will regularly be reviewed.

## DELEGATIONS OF AUTHORITY

Achievement of departmental budget by ensuring all work related expenditures are authorised by the Manager.

## KEY REQUIREMENTS

### Experience (required)

- Tertiary qualification (Bachelors or higher) in a relevant discipline, including education (preferred), social science, youth work, social work, community engagement (or significant and current study towards such a qualification)
- Experience in working with children of a primary school age ideally in Education

### Skills

- Ability to work independently, with strong organisational and time management skills, including setting priorities and working within deadlines
- Excellent written and verbal communication skills and interpersonal skills
- Adaptability & flexibility
- Computer skills and working knowledge of Microsoft Suite

### Knowledge / Experience

- Knowledge about the current education system & meeting individual student learning needs
- Knowledge about, and experience working with young people, preferably young people and families experiencing significant disadvantage
- Experience managing projects
- Experience leading a community group
- Experience in public speaking and/or facilitating training for adults
- Awareness of Duty of Care for children
- Awareness of Child Protection legislation

### Attributes

- Empathy and understanding of the mission, vision and values of the St Vincent de Paul Society
- Availability and ability to travel within Warrnambool and to SVDP Central Office in Box Hill (as required)
- Safe work from home area, including internet access
- Team player & team builder
- Willingness to vary normal working hours from time to time

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.