## Position Description:

## Senior Coordinator Children and Youth Development

**PRIMARY ROLE STATEMENT**

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

This position is responsible for coordinating a multi-disciplinary, community focused area and will be held accountable for the successful delivery of key strategies, projects and programs across the following functions:

* Child protection: organisational and community strategies
* Children’s programs, projects and initiatives
* Youth programs, projects and initiatives
* Sector intervention in children’s and youth sectors.

This position will form key relationships with the Manager Children, Families and Youth, other sections within the Community Development Directorate, Council staff, members of the public, community organisations, government agencies, other relevant professionals within the sector, employees of other Councils and customers.

Key focus areas of the role include:

* Operating collaboratively across all service areas within Council to improve child and youth participation and child protection.
* Developing a high performance and collaborative team culture focused on delivering relevant strategies, KPIs and commitments.
* Overseeing child protection training, framework and guideline development and implementation.
* Overseeing the delivery of programs, partnerships and projects to meet the needs of the children and youth in Cumberland.
* Evaluate and monitor outcomes of programs, partnerships and projects delivered and implemented.
* Leading in sector development for services working with children and youth in Cumberland.
* Ensuring compliance with all legislative requirements relevant to children and youth.
* Developing and implementing continuous improvement and leading a team to deliver on organisational goals.

This role requires a strong ability to manage multiple competing priorities and provide consultation and advice on matters relating to children and youth across Council. Due to the nature of the role, some evening, weekend and public holiday work will be required.

**KEY DUTIES AND RESPONSIBILITIES**

***Leadership***

* Work collaboratively across Council to oversee the development, delivery and evaluation of high quality plans, programs and initiatives for children and youth in support of Council’s objectives.
* Provide advice and guidance to all levels of staff on matters relating to children and youth.
* Develop and implement action plans, strategies and frameworks which are consistent with Council directions.
* Work consistently within the framework of Council’s vision, values and behaviours.
* Provide ongoing evaluation and monitoring of child and youth related actions to ensure timely, accurate and efficient outcomes are provided to external customers.
* Exercise sound judgement in dealing with complex and sensitive child and youth related issues.
* Produce high quality work within strict deadlines with minimal supervision.
* Develop and implement strategies to further enhance and achieve the efficient and effective provision of children and youth actions covering the spectrum of need for children and youth from 0 - 25 years and their families.
* Lead and manage the development and implementation of partnerships aimed at enhancing service outcomes with relevant teams, services and oversight organisations.
* Contribute to planning and setting the direction including overall vision, values and goals and facilitate (strategic and business) planning across Children, Youth and Families including development and implementation of business plans and individual work plans, consistent with the Community Strategic Plan.
* Assume the role of Manager Children, Youth and Families when required.

***Children and Youth Operations***

* Oversee the high quality delivery of strategies, projects and programs for children and youth.
* Develop, implement and evaluate Children and Families Strategy, including outcomes measuring and monitoring.
* Develop, implement and evaluate Youth Strategy, including outcomes measuring and monitoring.
* Maintain and review data and program documentation including but not limited to maintenance of records, budgets, funding agreements and reports, data collection and other administrative duties as required by each action under the umbrella of children and youth.
* Establish and maintain effective consultation and communication with children and young people as well as other stakeholders.
* Assist in developing and managing strategic partnerships and relationships that relate to children and youth deliverables and outcomes.
* Oversee the organisation and facilitation of relevant teams, working parties, committees and meetings.

***Staff Supervision***

Lead, develop, and support staff within the Children and Youth team on an ongoing basis to ensure:

* That work is undertaken within/according to established work plans and corporate objectives are effectively and efficiently achieved.
* Staff are provided with professional development opportunities and keep up to date with developments in communications and marketing to ensure Council’s approach is based on best practice.
* A high level of collaboration and cooperation is achieved within the service area and with other service areas across Council.
* Performance management, including feedback, performance reviews and rewards.

***Financial Management***

* + Manage and be accountable for the Children and Youth budget.
	+ Manage budget planning to ensure cost effectiveness, achievement of budget targets, delivery of savings and innovations and accurate and timely reporting of budget performance.

***Reporting***

* Reporting directly to the Manager Children, Families and Youth this position is responsible for the coordination of the Children and Youth Team and delivering high quality programs, initiatives, strategies and outputs for Council.
	+ Provide timely and systematic advice and reporting to the Manager Children, Families and Youth on all aspects of the Children and Youth Development function.
	+ Complete accurately and timely reporting on a monthly, quarterly and yearly basis.
	+ Contribute to actions and targets in the Operational Plan and Business Unit Plan.

***Child Safe Organisation***

* This position is designated as child related. Applicants will need to provide suitable identification and personal details and a valid Working with Children Check Clearance Number must be submitted with your application. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
* Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

***Fraud and Corruption Prevention***

* Lead by example, acting as a role model with respect to maintaining the highest standards of ethical and transparent behaviour in all dealings, encouraging staff to adopt similar high standards of conduct in this area.
* Comply with Council’s ethical conduct, risk management and policy frameworks and Fraud Control Plan.

***Work Health & Safety***

* Co-ordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

**ORGANISATION STRUCTURE**

**~~~~**

**ABILITIES, QUALIFICATIONS, EXPERIENCE**

***Essential:***

* Tertiary qualifications in social work, community development, social science or a related field.
* Substantial experience in leading a large team of varying skillsets and complex work groups, using a variety of coaching and mentoring techniques.
* Expertise in child protection and current NSW legislation including best practice models.
* Highly developed organisational and time management skills, including strong ability to manage competing priorities and deadlines.
* Sound knowledge and experience in financial and budget management.
* Current Class C Driver’s licence.
* Valid Working with Children Check Clearance.
* Experience in developing and delivering clear strategy to transform a business / team / function.
* Considerable experience in leading change within a business unit or major project.
* Exceptional interpersonal and communication (written and oral) skills and the ability to communicate with a range of stakeholders.
* A solid understanding of relevant trends and legislation relevant to the children’s and youth sector.
* Ability to develop, deliver and implement policy and procedure through the analysis of current research and knowledge.
* Ability to successfully manage a number of projects including professional development, event management and service and community development.

***Desirable***

## Experience working in a tertiary child protection setting including for oversight bodies.

## Experience in working in local government.

* Training and assessment certificate.

***Employment Screening Required***

* Qualifications verification
* Licence Check if
* Working With Children’s Check
* Police Check

|  |  |
| --- | --- |
| **Position and Est Number** | SP-CD-21 / EST0554 |
| **Classification** | Grade 15  |
| **Job Function Group:** | Professional  |
| **Reports to:** | Manager Children, Families and Youth |
| **Staff Reporting Responsibilities:** | 2 direct reports; 10 FTE (total) |
| **Budget Responsibility:** | TBC |

Date:

Agreed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
[Insert Employee Name] Employee signature