

Position Description: Program Coordinator	
ROLE TITLE	Program Coordinator
LOCATION	Northern Outreach Program, Adelaide
NETWORK	Youth Plus Institute in partnership with Youth+ Central West Flexi Schools Network
SALARY OR AWARD	South Australian Catholic Schools Enterprise Agreement 2017
EMPLOYMENT STATUS	Full-time
COMMENCEMENT	Term 2, 29 th April 2019
CONTACT	michelle.murray@youthplus.edu.au
INFORMATION for APPLICANTS	Applications limited to a one-page summary sheet and an attached detailed resume/cv including current referees. Email to recruitment@youthplus.edu.au
JOB REFERENCE NO.	NO/PC/0319
CLOSING DATE	4 pm Friday 15th March 2019

Aboriginal and Torres Strait Islander people are encouraged to apply

Primary Objective: The Program Coordinator has the delegated responsibility from the Principal, Youth+ Institute for the day to day operation of the Outreach services in keeping with the policies, procedures, guidelines and legislative requirements applying to the program/s. He/She provides leadership and supervision to the staff and young people of the program/s. He/She will plan and support the delivery of specialist education services in a flexible learning environment with measurable and clear targets and monitor, evaluate and report on improvements in young person wellbeing and learning at a whole program level. Develop a deep professional relationship with disenfranchised young people for education outcomes, family support, and community engagement. Work collaboratively with internal teams and external agencies to support the provision of culturally appropriate, accessible, quality education and engagement with community.

Context Statement: The Youth+ Institute is an initiative of Edmund Rice Education Australia. Youth+ services including Flexible Learning Centres (FLCs) offer a full-time and multiyear secondary education and social inclusion program for young people who are disengaged/disenfranchised from mainstream education. See www.youthplusinstitute.edu.au - Publications for further information. The Northern Outreach Program is a newly established program of the FAME Flexible Learning Centre operating in the northern suburbs of Adelaide utilising community infrastructure in a largely mobile program.

Key Duties and Responsibilities:

1. Lead and implement the principles and programs guided by the Youth+ relational pedagogy including the operation by principles (Respect, Honesty, Safe and Legal and Participation)
2. Support, with the education team, the planning and delivery of quality and effective teaching and learning programs.
3. Provide for the physical, social, cultural and emotional well-being and safety of young people and staff through the active development of supportive learning environments within a trauma informed framework.
4. Engage in school improvement processes which inform operational and strategic planning.
5. Establish and maintain appropriate interpersonal relationships between the school, families and community.
6. Build strong community and business relations to extend the possible opportunities for young people to engage positively with community and transition opportunities including work.
7. Lead a culture of engagement in continuous learning and skill development in the area of trauma informed, culturally aware, flexible learning practices.

Selection Criteria:

1. Demonstrated capacity to lead the program culture in working under four principles of operation in a common ground framework.
2. Well-developed interpersonal skills with a proven ability to work within a community development framework.
3. Demonstrated knowledge of and experience in co-ordinating, planning and delivering programs to meet the diverse needs and learning styles of disenfranchised young people; which are consistent with relevant curriculum policies, work programs and education trends in flexible learning centres.
4. Proven ability to work in and lead a multi-disciplinary team and establish and maintain good working relationships and networks.
5. Demonstrated capacity to manage human, financial and physical resources to deliver high quality outcomes.