



Position Title

Position Title:	Extended Hours Program Coordinator
Location:	Darwin
Reports to:	Head of Extended Hours Program
Tenure:	Fixed term 18 month contract
Classification:	SCHCADS Modern Award Level \$107,717.69 - \$116,500.76 (depending on qualifications and experience).

Background

Children's Ground is a First Nations organisation. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach, designed by First Nations people. We partner with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

Program Summary:

The Extended Hours Program operates in Darwin, providing essential after-hours activities and services for young people in Darwin and surrounding communities. The program supports the wellbeing and engagement of youth through a diverse range of activities, including after-hours youth programs, school holiday events, cultural camps, and family-based events.

This position will provide coordination and leadership across the program generally as well as responsibility for two funded programs that focus on after hours delivery, a youth steering group, a youth voices and film project, family nights and a family wellbeing communications initiative.

Key Relationships



Key Internal liaison: Head of Learning and Wellbeing, Director of Learning and Wellbeing, Regional Director and Deputy Regional Director, Head of Health and Wellbeing, People & Culture

Key External liaison: Service Providers

Key Responsibilities

1. Leadership, Planning, and Strategy

- a) Under the direction and support of the Head of Extended Hours Program, contribute to the development and implementation of the Extended Hours Program for Children's Ground in Central Australia.
- b) Provide support and guidance in program planning and delivery to ensure high-quality execution.
- c) Act as a dynamic, passionate, and empathetic leader for program participants, staff, and local stakeholders.
- d) Support the Head of Extended Hours Program in ensuring local program participants serve as key strategic advisors in program development and delivery.
- e) Uphold the cultural, ethical, and corporate social responsibility of Children's Ground.
- f) Contribute to the achievement of the strategies, objectives, and goals of the organisation.

2. Local Community Agency and Respect for Local Cultural Knowledge and Life

- a) Meet regularly with local First Nations people and Elders to discuss local aspirations and inform the direction of the program and its activities.
- b) Liaise with local First Nations people to ensure that program activities promote and do not undermine local cultural knowledge and practices.
- c) Work closely with the First Nations Governance Group to plan and deliver the Extended Hours Program in a culturally appropriate manner.
- d) Encourage and support all Aboriginal families, valuing their ideas, strategies, and aspirations.

3. Extended Hours Delivery

Support a comprehensive extended hours program for all CG communities in Central Australia, aligning with both regional and community plans including:

- a) **After-Hours Program**
Plan and oversee the delivery of after-hours activities for children and young people during the school term.
- b) **School Holiday Program**
Plan, support, contribute to and oversee the delivery of school holiday activities for children, young people and their families including overnight camps as required.
- c) **Community Activities**



- Cultural nights: Support the facilitation of cultural nights as required including logistical support
- Camps: Assist with the planning and implementation of camps throughout year (young men, young women, family and cultural), adhering to camp policies and planning responsibilities to ensure safety for those participating.
- Family and Community Nights: including movie nights, dances, cook ups, celebrations, band and other
- Open days and community events

4. Community leadership, engagement and voice:

Meet with Regional and Community Governance regularly to plan, review, monitor extended hours to ensure the program is responsive to community needs, aligns with community plans and culturally appropriate.

5. Partnerships and stakeholder engagement:

- Develop and maintain relationships with key stakeholders, including local organisations, schools, government agencies, and community groups to promote the program and ensure alignment with community goals.
- Partner with other stakeholders where possible in delivery

6. Extended Hours Project – youth focus

a) After-Hours Program – youth focus

Assist in planning and overseeing the delivery of a youth focused after-hours activities for children and young people four nights a week during the school term.

- Recruiting local older young people (aged 18-25) to work with younger people (aged 10-17)
- Ensure that activities are engaging, age-appropriate, and culturally relevant, and meet the diverse needs of the youth.
- Regularly review and adjust the program to reflect feedback from participants and stakeholders, ensuring continuous improvement.

b) School Holiday Program

Assist in planning and coordinating the delivery of school holiday programs, including overnight camps, to engage young people and their families.

c) Youth Steering Committee

Support the facilitation of a youth steering committee to ensure young people have a voice in the design and delivery of the program.

d) Community Stakeholder Collaboration

Collaborate with community stakeholders, including families, elders, and local organisations, to ensure the program meets community needs and is culturally appropriate.

e) Stakeholder Relationship Management

Maintain relationships with key stakeholders, including schools, government agencies, and community groups, to align the program with community goals.



f) **Project Management – Film and Trainee Program and young people’s voices project**

Assist in overseeing the delivery of a film and young people’s voices project including

- Working with an expert in film – trainer
- Two identified trainee young people to be trained in film and communication skills
- 10-20 young people be supported by the trainer and trainees to tell their stories through multi media with a focus on health, wellbeing and prevention
- Ensure the project supports educational and professional development goals, helping young people acquire digital media and storytelling skills.
- Assist to manage the budget, timelines, and reporting requirements for the film project.

4. Staff Management and Support

- a) Assist the Head of Extended Hours Program in staff oversight
- b) Support local community staff in delivery, leadership and engagement
- c) Provide and receive supervision and mentoring
- d) Help build and support specialist programs

5. Policies, Procedures, Quality and Risk Management (in collaboration with the Head of Extended hours)

- a) Develop, monitor, review policies and procedures and risk management for Extended Hours
- b) Ensure that all programs are delivered with quality and integrity.
- c) Monitor and report on risk as it arises
- d) Operate within national compliance standards
- e) Operate within Children’s Ground’s philosophies, policies, and procedures.

6. Financial Accountability and Resource Management

- a) Assist the Head of Extended Hours Program in managing the budget and resources for relevant projects
- b) Monitor resource use and report on any concerns regarding financial management to the Head of Extended Hours Program or regional director

Data, Monitoring, and Reporting

- a) Ensure data is fully integrated into practice including daily data collection for all activities, data review and reflection.
- b) Ensure all staff are keeping daily records in the Family Information System (client/community on line filing system)
- c) Ensuring data and evaluation activities align with contribute to the integrity of the 25-year longitudinal evaluation of the full CGA.
- d) Monitor program quality and performance against key outcome indicators
- e) Provide quarterly reports on program progress, including written and visual documentation and other reports as required

9. Children’s Ground

- a) Be a positive, innovative, and active member of Children’s Ground.
- b) Contribute to strategic planning, organisational development, and policy work.



- c) Help support a strong, respectful, and connected organisation.
- d) Work toward learning basic Arrernte to engage with the community in their language.
- e) Participate in professional development programs offered by Children's Ground.
- f) Undertake additional tasks as requested to support the delivery of Children's Ground in Central Australia.

Work Health and Safety

This role will require working regularly in outdoor conditions, in extreme heat during the summer, sitting, standing, carrying objects up to 15 kg and moving around in outdoor settings, including getting in and out of motor vehicles and remote location work.

Key Selection Criteria

Essential

1. Qualifications and Experience:

- Relevant qualifications in youth work, community services, social work, or a related field.
- Proven experience in coordinating or managing community-based programs, particularly with youth and families in remote or Indigenous communities.
- Strong project management skills, including the ability to manage multiple tasks, meet deadlines, and work within allocated budgets.
- Experience working in a cross-cultural setting, with demonstrated respect and understanding of Indigenous cultures.
- Experience and ability working in environments and with people experiencing trauma

2. Cultural Competency and Community Engagement:

- Demonstrated ability to engage with First Nations elders, families, and local stakeholders.
- Experience in coordinating community-led initiatives and ensuring cultural sensitivity in program delivery.

3. Team Coordination and Staff Support:

- Experience supervising and supporting a team of staff, with the ability to manage day-to-day operations.
- Strong interpersonal skills, with the ability to mentor and support staff in their professional development.

4. Commitment to Child and Family Wellbeing:

- A genuine commitment to improving the wellbeing of young people and families in Central Australia.
- Knowledge of the social, cultural, and health factors impacting Indigenous communities.

5. Technical Skills:



- Proficiency in the use of Microsoft Office and project management tools.
- Experience in creative projects, such as video production, would be advantageous.
- Current driver's licence and ability to travel to remote communities as required.

Desirable

1. Experience in resource development/facilitation/training
2. Experience in mentoring and coaching

Personal attributes

- Self-starter who thrives in an environment that is fast paced, innovative, complex and thinks systemically
- Proactive and can work autonomously, as well as part of a team
- Creative and embracing of a culturally diverse workforce
- Passionate about social justice and empowerment
- Highly collaborative
- Innovative and thinks creatively about problem resolution
- Focussed on achieving excellence