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## Position Title

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<b>Position Title:</b>	<b>Head of Extended Hours Program</b>
Location:	Alice Springs
Reports to:	Director of Learning & Wellbeing
Tenure:	Fixed term 18 month contract
Classification:	SCHCADS Modern Award Level 8 \$126,404.23 (depending on qualifications and experience).

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## 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 is a critical part of the Children's Ground Approach. It sits within the Learning and Wellbeing area of Children's Ground and recognises the following:

- that a range of extra-curricula opportunities are important for all children and often not available for children living in First Nations communities
  - critical learning opportunities take place out of the traditional school day
  - positive community based activities support the wellbeing of children, young people, families and communities and should be a normal part of community life
  - cultural learning can happen at any time, in community, out bush, in families and that creating the space and opportunity for this should be prioritised
  - that all children and young people deserve wonderful creative and cultural opportunities as they grow
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## Position Summary

This position will be responsible for establish and leading a comprehensive extended hours offering, integrating with current CG delivery to create a whole of life learning and wellbeing experience for children and young people and families who lead and participate with CG.

As the head of extended hours, you will be responsible for program coordination, implementation, review and development, risk management, OHS and compliance, staff management, reporting and project management (of targeted funding projects).

Extended hours include weekday after school hours, weekends and holiday periods. This does not mean a seven day a week program, but a program of deliver that is comprehensive and can operate across any of these periods.

The extended hours program will support the wellbeing and engagement of children, young people and families through a diverse range of activities, including after-hours school and youth programs, weekend and school holiday activities, including cultural camps, family-based events that celebrate culture and achievements, and creating spaces that foster safety, healing, connection and empowerment.

The aim is to celebrate our children and young people, to provide them with fabulous opportunities, and to foster community cohesion, nurture connection to culture, strengthening of identity, and personal development in children and young people, while supporting broader family and community wellbeing.

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## Key Relationships

Key Internal liaison: CEO, Governance Committee, Communication team, Program heads, TE after hours team

Key External liaison: Stakeholders across all areas of our integrated services platform intersecting with extended hours e.g. Schools, youth programs, health and wellbeing, music NT etc.

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## Key Responsibilities

### Key Responsibilities:

#### 1. Leadership, Planning, and Strategy

- a) Under the direction and support of the CEO, Deputy Regional Director, and Arrernte leadership, lead the development and implementation of the Extended Hours program for Children's Ground in Central Australia.



- b) Work closely with the Learning and Wellbeing team and Family Health and Wellbeing teams to develop an extended hours plan that complements the whole of community, whole of family and whole of child focus across CG integrated service system
- c) Work closely with the TE team, to share knowledge, experience and practice.
- d) Act as a dynamic, visionary, passionate, and empathetic leader for staff and local stakeholders and program participants.
- e) Ensure that local program participants and community members serve as key strategic advisors in program development and delivery.
- f) Build and protect the cultural, ethical, and corporate social responsibility of Children's Ground.
- g) Contribute to the development and 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, youth and Elders to discuss local aspirations and inform the team's directions and responsibilities.
- 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 Children's Ground First Nations Governance Groups and Community Governance groups to plan and strategise the Extended Hours program and its delivery.
- d) Encourage and support all Aboriginal families, valuing their ideas, strategies, and aspirations.

## **3. Extended Hours Delivery**

Develop and deliver 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.
  - Ensure a variety of engaging, age-appropriate, and culturally relevant activities are offered to meet the diverse needs of children and young people including but not limited to: on country and cultural practice, education support (e.g. homework programs, numeracy and literacy support), sport and recreation, creative arts (e.g. music, dance, art, performance), digital technologies; health, safety and nutrition; enterprise and cultural camps
  - Create a program offering that provides universal access (program for all children/young people in community) as well as targeted programs for excellence creating pathways in selected areas for children and young people wanting to pursue specialist areas.
  - Regularly review and adjust the program to reflect feedback from participants and stakeholders, ensuring continuous improvement in engagement and participation levels.
- 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:**

- a) Regional Governance
- b) Provide reports as requested to Regional Governance
- c) Community Governance
- d) Meet at least quarterly with Community Governance in each community to review program delivery, including families and elders to ensure the program is responsive to community needs, aligns with community plans and culturally appropriate.
- e) Youth Steering Committee  
Facilitate a youth steering committee to ensure young people;
  - have a voice in the design and delivery of youth activities
  - can discuss and respond to issues, both publicly and internally, that affect them and their community
  - can advise Children's Ground on strategic matters related to young people.
- f) Centre the voice of community in:
  - Stakeholder meetings
  - Reports and celebrations
  - Comms and social media etc.

#### **5. Project Management:**

- Oversee key funded projects as they arise ensuring delivery, KPI's, reporting and accountability are all met. Within this:
- Oversee the delivery of the youth voices and film project (which will have a dedicated coordinator:
  - Ensure the project meets educational and professional development goals, supporting young people in acquiring digital media and storytelling skills.
  - Manage the film project's budget, timelines, and reporting requirements.

#### **6. Partnerships and stakeholder engagement:**

- a) 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.
- b) Partner with other stakeholders where possible in delivery

#### **7. Staff Management and Support**



- a) Manage, and oversight the Extended Hours team providing supervision, mentoring, and support to staff.
- c) Recruit and address human resource matters with assistance from the People and Culture team.

**8. Policies, Procedures, Quality and Risk Management (in collaboration with the Dep. Director)**

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

**9. Financial Accountability and Resource Management**

- a) In collaboration with the Director/Deputy Regional Director - CA, budget and manage resources for the Extended Hours program.
- b) Monitor resource use and report on any concerns regarding financial management to regional director

**10. Data, Monitoring, and Reporting**

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

**11. 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) Support a strong, respectful, and connected organisation.
  - d) Actively work toward learning local Arrernte to use in basic conversation with the community.
  - 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.
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### 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.

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### Key Selection Criteria

#### 1. Qualifications and Experience:

- Tertiary qualifications in youth work, community services, social work, education or a related field.
- Experience in managing community programs, especially in remote or Indigenous communities.
- Experience and ability working in environments and with people experiencing trauma

#### 2. Cultural Competency and Community Engagement:

- Strong understanding of First Nations cultures and experience working in cross-cultural settings.
- Experience working with community stakeholders, including First Nations elders and local organisations.

#### 3. Leadership and Program Management:

- Proven leadership experience in managing staff and complex programs.
- Demonstrated project management experience, including delivering educational and cultural programs.
- Excellent leadership and organisational skills, with experience in staff supervision and professional development.

#### 4. Commitment to Child and Family Wellbeing:

- Deep commitment to the wellbeing of children, young people and families in Central Australia.
- Understanding of social, cultural, and health factors impacting First Nations communities.

#### 5. Technical Skills:

- Proficiency in project management tools and Microsoft Office.
- Experience in creative projects, multimedia is an advantage.
- Current driver's licence and willingness to travel to remote areas.

#### 6. Contribute to Children's Ground

- Be a positive, innovative and active member of the Children's Ground team.
- Support a strong, connected, respectful and supportive organisation.



- Engage with local languages by learning basic words/phrases and using them in interactions with First Nations people.
- Participate in professional development programs offered by Children's Ground.

### **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
- Focused on achieving excellence