



ShootingStars

PROGRAM COORDINATOR

Employer	Glass Jar Australia (GJA)
Position Title	Program Coordinator
Reports to	Regional Manager Mid-West
Department	Shooting Stars
Office Location	Meekatharra District High School
Organisational Overview	<p>GJA delivers the Shooting Stars Program across rural and remote communities in Western Australia (WA).</p> <p>Shooting Stars is an initiative of Netball WA (NWA) and GJA, which uses netball and other engagement strategies as vehicles to encourage greater engagement and attendance at school of young Aboriginal and Torres Strait Islander (ATSI) girls living in WA's remote communities and regional towns.</p>
Position Overview	<p>Reporting to the Regional Manager Mid-West, the Program Coordinator will be responsible for the development, coordination and delivery of the Shooting Stars program with the primary aim of increasing overall participation in school attendance of female students.</p> <p>A close working relationship with local government and non-government sectors, key commercial stakeholders, local aboriginal communities, and Aboriginal Corporations as well as NWA staff and contractors will be essential to the successful achievement of this position's objectives.</p>
Core Responsibilities/Duties	<ul style="list-style-type: none"> • Develop, maintain and coordinate the Shooting Stars program within Meekatharra District High School; • Assist in the delivery of community netball within the wider Meekatharra community; • Strengthen pathways of engagement and increase participation within the sport through existing indigenous programs; • Build capacity and sustainability of the program through the identification of new community engagement initiatives with community stakeholders/ commercial partners; • Work with the Netball WA team to grow the netball brand in a dynamic and vibrant way through identified community engagement initiatives, stakeholders, partners and channels; • Responsibility for the ongoing delivery, monitoring and support of the Shooting Stars Program in the school; • Manage the Shooting Stars participants and program room;

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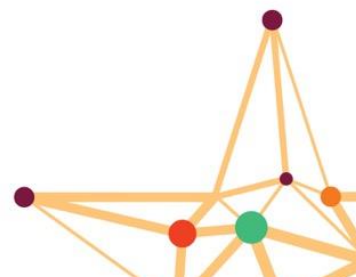


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	<ul style="list-style-type: none"> • Coordinate, implement, monitor and review the program, in partnership with the school Principal and Netball WA team; • Conduct qualitative and quantitative survey of participants pre and post involvement in all programs; • Work collaboratively with the Regional Manager; • Assist in the delivery of education and accreditation programs in conjunction with the broader school community; • Manage the administrative and governance requirements including, but not limited to, grant applications and acquittals, record keeping, data collection, report writing, and presentations as required; • Report on key achievements relating to Shooting Stars program as required; • Contribution of information and reports for inclusion through relevant School and Netball WA communication channels and publications; • Actively participate in specific projects and/or committees as required; • Adhere to and comply with Department of Education policies and procedures; • Any other duties within the Employee's capabilities and which is reasonable to expect the Employee to undertake as directed by the school Principal.
Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Experience in the youth/not-for-profit industry or community development would be highly regarded; • A commitment to and experience in advancing Indigenous participation through provision of services to rural and remote communities; • Excellent communication skills and ability to elicit cooperation from and work with a diverse group of people/stakeholders; • Proven relationships with and an appreciation of Western Australia's indigenous communities; • Networking skills to build key networks and engage with diverse group of stakeholder groups; • Previous experience in public speaking and presentation skills; • Ability to effectively plan and prioritise work and maximise the use of internal and external resources to achieve outcomes; • Competent in the use of Information Technology; • Ability to work independently and part of a broader team; • Demonstrated ability to manage program budgets; • Preparedness to be flexible in respect to work hours and intrastate travel; • A current "C" class WA driver's license;

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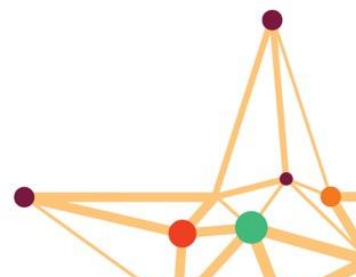


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	<ul style="list-style-type: none"> • Working with Children Check; • National Police Clearance (NPC) accepted 6 months from the issue date. Note: (NPC is to be renewed annually) <p>Desirable</p> <ul style="list-style-type: none"> • A tertiary degree in a relevant field or experience in a similar position; • Experience working within a school and or youth organisation.
Glass Jar's Purpose	<p>Purpose</p> <ul style="list-style-type: none"> ❖ Provide support to Aboriginal communities across Australia via programs that drive social change, leading to sustainable communities; ❖ Promote purposeful and healthy lifestyle amongst Aboriginal communities through localized collaboration; ❖ Facilitate the provision of local support to Aboriginal youth; and ❖ Encourage spiritual, emotional & physical engagement
Key Interactions	<ul style="list-style-type: none"> • Shooting Stars Regional Manager • GJA Executive Officer • Other Stakeholders as required
Hours of work	This role is a full-time maximum term (2 years with possible extension), working 37.5 hours per week. The nature of this position requires some out of hours and weekend work.
Salary/Benefits	A salary package of \$60,000 to \$65,000 per annum plus superannuation will be negotiated with the successful applicant dependent on level of experience. Salary Sacrifice is available.
How to Apply	<p>Applicants are asked to forward a current resume and a cover letter outlining relevant experience and skills which address the competency areas via e-mail to:</p> <p style="text-align: center;">Srijana Baisyet, HR Coordinator, Netball WA hr@netballwa.com.au</p>
When do applications close?	Applications close at 5.00pm (AWST) on December 17th 2018
Who do I contact if I have an enquiry?	In confidence to Fran Haintz , Executive Officer via e-mail at fran.haintz@shootingstars.org.au

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