

# Program Coordinator Kiara College

**Posted:** 01/12/2023

**Closing Date:** 05/01/2024

**Salary:** \$60,000.00 - \$75,000.00

**Job Type:** Contract

**Location:** Metro

**Job Category:** Community Services and Development

**Shooting Stars** is an education engagement program that empowers Aboriginal girls and young women to achieve their dreams. Founded in 2015 the Shooting Stars program is now based in 22 schools across Western Australia and South Australia, reaching more than 1,200 girls and young women. Shooting Stars staff, 85% of whom are Aboriginal, adapt the Shooting Stars program to meet the needs of their communities and participants, providing engagement activities, health and wellbeing sessions, and rewards within a school-based framework of support, advocacy, and connection.

## Job Description

### **Desired Skills and Experience:**

Reporting to the Regional Manager, the Program Coordinator will be responsible for the coordination and delivery of the Shooting Stars program with the primary aim of increasing overall, school engagement, participation, and empowerment of female students.

### **Role and Responsibilities:**

The Shooting Stars Program Coordinator is responsible for the delivery of the Shooting Stars program site – in this case **Kiara College**, with support from the broader Shooting Stars team. The responsibilities of a Shooting Stars Program Coordinator are:

- To **deliver the Shooting Stars program** including all activities (advocacy and support for participants, engagement activities, rewards, health and wellbeing sessions, and yarning circles), evaluation (attendance data collection and analysis, writing case studies, yarning circles), and marketing (Facebook and school newsletter updates)
- To manage and develop Shooting Stars Kiara College staff.
- To **develop supportive relationships** with Shooting Stars participants
- To **work collaboratively and foster relationships** with Shooting Stars staff, school staff, community stakeholders, and other service providers
- To **actively engage** families, community members, stakeholders, and other service providers in program delivery e.g., through events, health and wellbeing sessions, and rewards
- To represent Shooting Stars with pride and to **role model** respect and success within their community
- Any other duties within the Employee's capabilities and which is reasonable to expect the Employee to undertake as directed by the Regional Manager.

**Qualifications and criteria:**

We have a strong workplace culture. Our first criterion is that the Program Coordinator's attitudes and values align with our mission and workplace culture. Our core values are: Respect, Integrity, and Heart. We strive together so that we rise together. **At Shooting Stars, we believe that by empowering women, we empower communities.**

**Our other essential criteria:**

- Demonstrated experience in working with at risk, young people in an education, sporting and/or career context.
- A commitment to and experience in advancing Aboriginal and Torres Strait Islander participation through provision of services to rural and remote communities.
- Proven relationships with Aboriginal and Torres Strait Islander communities
- Excellent communication skills and ability to elicit cooperation from, and work with, a diverse group of people/stakeholder.
- Networking skills to build key networks and engage with a diverse group of stakeholders.
- 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
- Working with Children Check
- National Police Clearance
- Nationally Coordinated Criminal History Check (NCCHC) with screening clearance number (SCN), processed by the Department of Education in Western Australia

**Desirable criteria:**

- A tertiary degree in a relevant field or experience in a similar position
- Experience working within a school or youth organisation.
- Experience coaching/engaging/teaching young people.

**Aboriginal and Torres Strait Islander peoples are encouraged to apply.**

**Support to complete a traineeship is also possible for the successful candidate.**

<b>Hours of work</b>	The role is a full-time fixed term position working 37.5 hours per week until 31 Dec 2024. The nature of the position requires significant out of hours and weekend work.
<b>Salary</b>	A salary package ranging between \$60K-75k + Super and access to salary sacrifice will be negotiated with the successful applicant dependent on experience.
<b>How to Apply</b>	<p>Applicants are asked to apply via email.</p> <p>Please include a resume and cover letter in your application.</p> <p>Applications and any questions related to your application can be directed to - <a href="mailto:HR@netballwa.com.au">HR@netballwa.com.au</a></p>
<b>When do applications close?</b>	Applications close on <b>Friday 05 January 2024 at 5PM (AWST)</b> . We reserve the right to interview and fill this position prior to the closing date should the suitable applicant be identified.
<b>Who do I contact if I have an enquiry about the role?</b>	Lowana Corley via email: <a href="mailto:Lowana.Corley@shootingstars.org.au">Lowana.Corley@shootingstars.org.au</a>