

# Position Description



YWCA CANBERRA

Position Information	
<b>Position</b>	School Age Care Program Managers
<b>Date approved</b>	January 2024
<b>Program</b>	Children's Services
<b>Supervisor</b>	Children's Service Manager
<b>Location</b>	YWCA Canberra Childcare Program site
<b>Hours of work</b>	As specified in letter of appointment
<b>Salary</b>	From a Grade 4, Level 1 of the YWCA Canberra Enterprise Agreement 2023-2027 (Children's Services)
General Conditions of Employment	
<ul style="list-style-type: none"><li>• YWCA Canberra Enterprise Agreement 2023-2027</li><li>• Appointment is subject to obtaining a satisfactory Working With Vulnerable People check at own cost</li><li>• Appointment is subject to satisfactory working rights in Australia</li><li>• Appointment is subject to satisfactory National Police Check</li><li>• All YWCA Canberra policies and procedures will apply</li><li>• Subject to a 6-month probation period</li></ul>	
Position Statement	
<p>The School Age Care Program Manager is responsible to the Manager of Children's Services and Coordination Unit for the management of the program in accordance with YWCA Canberra's policies and procedures, National Quality Standard, MTOP, the YWCA Canberra Enterprise Agreement 2023-2027, and other regulatory and funding bodies.</p>	
Responsibilities	
<p>Include, but are not limited to:</p> <ul style="list-style-type: none"><li>• The management and administration of a School Age Care Program</li><li>• Supervision of program Educators</li><li>• Leadership and development of Educators</li><li>• Effective and efficient financial management of the Program</li><li>• Effective communication between Director, Managers, Child Care Programs, External Agencies and the Organisation</li><li>• Willingness to undertake professional development in order to maintain professional knowledge and respond to changes within the sector</li></ul>	

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<b>Steward:</b> People and Culture / SAC Bureau	<b>Approved By:</b> Executive Director
<b>Version:</b> 3.0	<b>Updated:</b> 24/01/2024

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<b>Responsibilities</b>	
<b>Leadership and people management</b>	<ul style="list-style-type: none"> <li>Recruit Educators following YWCA Canberra's Policy and Procedures</li> <li>Supervise and manage Educators including trainees, students and volunteers</li> <li>Assist with Human Resource Management</li> <li>Ensure Educators are kept well informed of YWCA Canberra's policies, procedures and activities.</li> <li>Convene regular team meetings and supervisory sessions, and initiate educators training.</li> <li>Maintain rosters and appoint relief educators to cover absences as required</li> <li>Conduct regular performance appraisals and professional development plans for educators</li> </ul>
<b>Operational management and administration</b>	<ul style="list-style-type: none"> <li>Be responsible for the management of the program in consultation with the Manager of Children's Services and the Program Support Manager.</li> <li>Liaise with government and community organisations.</li> <li>Oversee National Quality Standard requirements including, Food Business Licences, Grants, Contracts and Reporting.</li> <li>In consultation with the Manager of Children's Service, monitor annual program budgets while adhering to the YWCA Canberra Procurements Policy and Procedures.</li> <li>Ensure services regularly review policy/procedures and update as necessary.</li> <li>Ensure forms used by the program include necessary information for regulatory requirements.</li> <li>Maintain awareness on current sector developments.</li> <li>Ensure external correspondence regarding the centre is professional and clearly articulated in line with YWCA Canberra's style guide.</li> <li>Ensure compliance with Work Safety regulations.</li> <li>Ensure all concerns/grievances are addressed within the program in a timely manner with the view to working towards a satisfactory outcome for all parties.</li> <li>Oversee administration and sign-in sheets, timesheets and invoices for the program.</li> </ul>
<b>Professional relationships and networks</b>	<ul style="list-style-type: none"> <li>Develop and maintain community and professional relationships.</li> <li>Liaise with external stakeholders where appropriate.</li> <li>Ensure clear, accessible and current information regarding the centre and the YWCA Canberra is available at all times.</li> </ul>
<b>Professional relationships and networks</b>	<ul style="list-style-type: none"> <li>Ensure that the Manager of Children's Services and the Program Support Manager are informed of centre events and concerns.</li> <li>Attend all Program Managers meetings and other meetings as required.</li> <li>Ensure monthly reporting is carried out using the Results Based Accountability (RBA) reporting framework as required (data collection)</li> <li>Professionally represent the YWCA Canberra at all times internally and externally.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Maintain a high-quality corporate image in relation to all material distributed to clients, the YWCA Canberra and external agencies.</li> <li>• Demonstrate commitment to the values and strategic direction of the YWCA Canberra.</li> </ul>
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<b>Selection Criteria</b>
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<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant tertiary qualifications and experience in School Age Care programs.</li> <li>• Sound knowledge and understanding of School Age Care current practices and regulations.</li> <li>• Sound working knowledge of a School Age Care program service delivery</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to oversee the development of a holistic curriculum for the program.</li> <li>• Demonstrated ability to lead and develop Educators</li> <li>• Broad knowledge of Human Resource Management principles.</li> <li>• Working knowledge of the financial management of a program and working within budget guidelines.</li> <li>• Excellent interpersonal, time management and communication skills.</li> </ul>
<b>Capabilities and Behaviours</b>	<ul style="list-style-type: none"> <li>• Ability to use Microsoft Office and the ability to adapt to new systems/ data base.</li> <li>• Ability to work within the wider community to advocate and promote the early childhood care and education sector.</li> <li>• Ability to assist and contribute to the development of relevant policies and procedures.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Current full driver's license and access to vehicle with comprehensive insurance during working hours</li> <li>• A current Working with Vulnerable People Registration</li> <li>• Australian Citizenship or suitable rights to work in Australia</li> </ul>

<b>Authorisation</b>
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<b>Acknowledgement by Incumbent</b>	Signature:	<b>Date</b>	Click here to enter a date.
	Name:		
<b>Executive Director</b>	Signature:	<b>Date</b>	Click here to enter a date.
	Name:		

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