

# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Program Support Worker
<b>REPORTING TO</b>	Regional Manager Nth NSW, Adelaide, Melbourne and Toowoomba
<b>DEPARTMENT</b>	Service Delivery
<b>CLASSIFICATION</b>	SCHADS Level 2

## THE ROLE

To provide support to the Northern NSW team across services and programs, including supporting key children and youth activities and events delivered across the region.

## KEY RESPONSIBILITIES

### Duties

- Assist to set up and support program delivery including program preparation, meals prep, transport and program deliver under supervision
- Support the coordinator of programs and activities as required
- Support group participants to contribute meaningfully to program activities and provide support to achieve program outcomes
- Assist with set up and closure of program sessions including transportation, purchasing, and catering and meal preparation
- Maintain clean and tidy workspaces including the kitchen, training room and storage
- Support program reporting and evaluation
- Support project monitoring, risk management and support program objectives
- Provide general administrative support such as data entry and reporting
- Promote activities, events and programs through networks and community
- Uphold and advocate child safe values and behaviours in work and practice
- Other tasks as assigned

## QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Qualifications and/or demonstrated knowledge and experience in community services, early childhood education, youth work or community development and program support
- Strong understanding of the nature of community services work and the challenges faced by disadvantaged and Indigenous families and individuals
- Strong administration skills, including experience using Microsoft Office suite
- Ability to build strong relationships at all levels based on trust and collaboration
- Concise and tailored communication and strong interpersonal skills
- Ability to work flexibly to meet workplace requirements, including evening shifts call up at short notice
- Ability and/or willingness to drive a 12-seater bus
- Demonstrated passion for Women's Rights, social change and contributing to an organisation that advocates for equality through influencing and pushing boundaries
- Valid state-based working with children or working with vulnerable people check
- Experience working within a Not-for-Profit environment (highly desirable)

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