



Job Profile

Program Lead - Port Augusta (Nov 2023)

Role Profile	
Role Title:	Program Lead
Employment	Fixed-term until 30 June 2024
Location:	Regional (Port Augusta)
Line of support:	Programs Partner, Programs Team
Hours per week	25
Time	Key focus
50%	Service Delivery
15%	Data collection & reporting
15%	Collaboration & Partnerships
20%	Administration & Management
About the role	
Support the planning, and coordination of the Supported Playgroup and Parenting Programs in the Port Augusta Region. Work with the Program Partner to support the ongoing facilitation of Playgroups and Parenting programs. Provide regular supervision to staff and establish contingency plans for when staff are not able to deliver the program.	
Essential Skills, Experience & Education	
<ul style="list-style-type: none">• Knowledge of statutory requirements relevant to work.• Sound knowledge of early childhood development and family support.• Experience planning and implementing programs for young children and their families.• Competent in managing time, setting priorities, planning and organising your own work.• Competent using MS Office programs.• Competent in report writing and data collection.• Recent experience in leadership and mentoring of staff.• Tertiary qualification in community services, early childhood, family support, health, social work or equivalent and extensive experience in the community services sector.	
Special conditions	
<ul style="list-style-type: none">• Current Working With Children's Check.• Current Safe Environments for Children and Young People (previously Child Safe Environment) Training.• Current drivers licence and ability to travel to Playgroups using own transport.• Current First Aid Certificate• Additional training and development may be required.	
Key Responsibilities: (Deliverables & reporting)	
<u>Service Delivery</u> <ul style="list-style-type: none">• Provide regular supervision to facilitators delivering the Supported Playgroup and Parenting programs.• Appropriately engage and support families and their children so that they can enjoy a safe, quality Playgroup experience.	



- Provide direct service and support to individuals or clients, such as handling a referral for child advocacy issues, conducting a needs evaluation, or resolving complaints.
- Provide information to participating families about other early intervention services, relevant family support services and agencies within their local community.
- Where necessary, deliver the Supported Playgroup program in periods of staff absence (including sickness and leave when other staff are unavailable).
- Liaise with other early intervention service providers and professionals as necessary to support the participation of identified children and their families in the Playgroup & Parenting programs.

Data collection & reporting

- Collect family registration, consents and attendance from Playgroup SA facilitators and send to Program Partner.
- Provide additional reports as directed, and when required by the Program Partner.
- Collect feedback, survey and evaluation forms for the Supported Playgroups & all Parenting programs.

Collaboration & Partnerships

- Promote the Every Body Play Supported Playgroups and Parenting Programs within the community to encourage active and ongoing participation by families with children.
- Work collaboratively with partnering organisations to establish and implement the Every Body Play Supported Playgroups and Parenting Programs.
- Liaise with venue providers to ensure a safe environment for all staff, volunteers and Playgroup participants.
- Establish and maintain networks with other local early intervention services, family support services and agencies relevant to the families with children needs.
- Respond to local inquiries from families and service providers to facilitate access to the Supported Playgroup and Parenting programs.
- Participate in training and professional development activities in accordance with Playgroup SA's requirements and directives.

Administration & Management

- Maintain confidential and accurate information in line with the Privacy and Confidentiality Policy.
- Maintain a stakeholder list of key referral partners to support families.
- Collate consent, registration, attendance and outcome data for PGSA staff and where directed, for external funders.
- Contribute to interpretation and administration of areas of work for which there are no clearly established procedures.
- Maintain regular contact with Program Partner to report progress of Playgroups and Parenting programs.