

# ENCORE Coordinator



**JOB TITLE:** Coordinator, Encore

**REPORTING TO:** Program Manager, Encore

**DEPARTMENT:** Service Delivery

**LOCATION:** South Australia

**THE ROLE:** The Coordinator, Encore is accountable to the Program Manager, for the effective and efficient management of Encore, YWCA Australia's Breast Cancer exercise and information Program.

**YWCA VISION:** all women, young women and girls are safe and respected, with equal access to power, opportunity and resources.

**YWCA PURPOSE:** to be a strong, unified, national feminist organisation for women, young women and girls, working to achieve gender equality.

It is a requirement that the job holder fully complies with, promotes and lives

**YWCA's Core Values:**

**FEMINISM**

**INCLUSION**

**EXCELLENCE**

**INNOVATION**

**INTEGRITY**

## KEY RESPONSIBILITIES

- Work with the Program Manager to identify financial, human and physical resource requirements to deliver the Encore Program.
- Develop, deliver and monitor the Encore Program as described in the annual operational plan and in line with the funding agreement.
- Comply with all organisational policies and procedures, ensure team compliance and assist in informing the review and development of relevant policies and training as required.
- Apply specific workplace communication techniques to establish rapport, exchange information and facilitate the resolution of any issues with staff, clients and colleagues as required.
- Effectively manage a team of casual program staff by articulating expected standards of performance, providing effective feedback and coaching staff that need development.
- Follow predetermined health, safety and security procedures and incorporate safe work practices into all workplace activities.

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- In collaboration with the Program Manager, identify opportunities to maintain or increase the funding of the program and contribute to tender, grant writing and funding submissions as required.
- Ensure good working relationships and strategic networks with local partners, other community agencies and Government representatives all at levels.
- Manage, implement, monitor and review contracts, funding and service agreements whilst maintaining a positive relationship with funding bodies. This includes ensuring program targets are met.
- Work with the program team to ensure the quality and integrity of data and data collection practices.
- In collaboration with the Program Manager plan and manage resources to achieve a balanced budget.
- Manage all critical situations which occur in the program and maintain safety of all clients and staff within these programs.
- Undertake other tasks as assigned by the manager.

### QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Cert IV in training and assessment (desirable)
- Team player who is approachable with strong interpersonal and listening skills together with the ability to empower a team to develop, implement and monitor an operational plan.
- Previous experience establishing, building and maintaining strategic networks with external providers and funding bodies to improve service delivery and enhance collaborative working relationships.
- Ability to review, develop and implement organisational policies, guidelines and procedures in accordance with strategic planning principles, priorities and legislative requirements.
- Results focused, self-motivated and a self-starter who goes above and beyond, with the ability to plan and manage resource acquisition requirements for operational programs in order to achieve a balanced budget and optimal client outcomes.
- Demonstrated experience managing stakeholders and contributing to tender and funding submissions as required.
- Ability to apply an understanding of the requirements necessary to manage programs in the non-government sector.

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- Strong supporter of Women's Rights and willing to push the boundaries.
- Doesn't settle, strives for continuous improvement and has a high level of integrity.
- A valid NSW working with children or working with vulnerable people check.
- A current drivers licence

## EMPLOYEE AGREEMENT

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Name

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Signature

\_\_\_\_\_  
Date