



THE POD ADVOCATE

Investing In Our Youth is growing and we are looking for an Advocate for our program, The Pod.

Join us as the Advocate for The Pod and you will be providing operational support and advocacy for Education and Care Services, networking with our members and developing The Pod membership base.

This position is for 37.5 hours per week. The contract will be dependent on funding.

The Pod Advocate is an ambassador of Investing In Our Youth and will exemplify our culture and values. These include;



Honesty & Respect

Teamwork. Acting fairly transparently and with accountability. embracing community and country



Innovative & Excellent

Commitment to creating and developing programs of the highest possible quality. Finding innovative ways to apply a range of methods and technologies that consider sustainability



Inclusion

Embracing cultural diversity and acknowledging the value and dignity of all individuals. Creating an environment that is inclusive for all.



The Job

- To advocate for regional and remote education and care services.
- Continually build and maintain the membership base
- Assist with small business development – including but not limited to planning for staffing levels, budgets, staff and committee mentoring, debriefing and Project Management Planning
- Research and develop resource documents and provide consultancy to services as required
- Work directly with services to identify and action priority tasks
- Provide advocacy and networking opportunities for education and care services
- Respond to client help desk service requests
- Assist with quality assurance and industry compliance measures
- Facilitate professional development and training
- Maintain confidentiality at all times
- Liaise with The Pod team regularly to ensure The Pod outcomes are being achieved

What you bring

- Minimum 5 years' experience working in a management role in Education and Care Service Delivery
- Diploma in Children's Services and or equivalent Tertiary Qualification
- Demonstrated ability to advocate for Education and Care Services
- Demonstrated high level project management skills with the proven ability to plan, coordinate and prioritise tasks
- Demonstrated knowledge of National Quality Standards, Family Assistance Law and Education and Care Services National Regulations
- Contribute to the development and monitoring of program budget
- High level computer skills
- Excellent communication skills both written and verbal
- Ability to work independently and as part of a team
- Good knowledge of all types of education and care services
- The ability to appreciate and relate to issues that affect the education and care services in rural and remote areas.
- A National Police Clearance no more than 6 months old
- A valid Working with Children Check
- Current Drivers Licence
- Evidence of the right to work in Australia
- Evidence of Qualifications (Copies)

Nice to have

- The ability to appreciate and relate to issues that affect the education and care services in rural and remote areas.
- Willingness to work flexible hours if required



Investing in
our Youth Inc.

About Investing In Our Youth

Investing In Our Youth is a dynamic local not-for-profit community based organisation that promotes the healthy development of children and young people. It does this by working in partnership with other community service organisations, the business sector, government and the wider community.

The programs run by Investing In Our Youth are;

The POD - providing support and resources to the education and care sector.

HIPPY Bunbury-Collie a free two year early learning program empowering parents and carers to be their child's first teacher.

Child and Parent Centres located in Carey Park and Collie these centres are family friendly offering programs and services to parents to help children learn in their early years.

RYDE - providing young people the opportunity to complete their 50 hours of supervised driving experience with one of our volunteer mentors.

End2End - the opportunity for young people in Withers the area to obtain their license from beginning to end.

Yallo - A unique community centre in Dalyellup partnering with Milligan.

Paint the Town Read Bunbury & Surrounds - An early literacy movement encouraging people to read with children from birth, so they start school ready to learn.

Investing In Our Youth is managed by a voluntary board. More information is available on our website.

We are an Equal Opportunity Employer and strongly encourage all people, including Aboriginal and Torres Strait Islander people to apply.

Let's go!

Apply for your next career by requesting an application package from Julia.poole@investinginouryouth.com.au

Closing date for applications is Friday 26th February 2021