

**BLACKHEATH AREA NEIGHBOURHOOD CENTRE INC.  
POSITION DESCRIPTION**

<b>Position</b>	<b>BOOSH Coordinator</b>
<b>Location</b>	Blackheath Public School, Blackheath NSW 2785
<b>Accountability and reporting</b>	This position reports to General Manager
<b>Directly supervises</b>	BOOSH Educators
<b>Internal liaisons</b>	Finance Assistant, Finance Manager, Operations Manager, Neighbourhood Centre Coordinator, BANC Access Coordinator
<b>External liaisons</b>	Parents, Blackheath Public School staff, Mountains Christian College staff, Mt Victoria Public School staff, Megalong Public School staff, Department of Education, Centrelink, Inclusion Support Agency, HubWorks, Lithgow buslines, local government, Network of Community Activities, Blue Mountains OOSH Network
<b>Remuneration</b>	Modern Children's Award Level 6 plus 10%
<b>Hours per week</b>	35 hours
<b>Position status/duration</b>	Permanent, full-time (subject to funding). Occasional out of core hours work is required.
<b>Organisational context</b>	<p>Blackheath Area Neighbourhood Centre (BANC) is a multipurpose not-for-profit community-based organisation servicing the Upper Blue Mountains. Services include out of school hours care, NDIS services, and Neighbourhood Centre. BANC values are Inclusive, Fair, Professional, Committed, Responsive, Innovative. BANC is the heart of creative, inclusive services that support the sustained well-being and resilience of its community.</p> <p>BOOSH provides Before School, After School and Vacation Care to primary school-aged children.</p>
<b>Position objectives</b>	<p>This position is responsible for the operations of BOOSH, subject to the policies, strategic objectives and budget parameters established by the Board. Policy states the level of delegations that apply to this position.</p> <p>The position is responsible for ensuring BOOSH functions effectively and efficiently each day, in partnership with staff. The position will:</p> <ul style="list-style-type: none"> <li>• Lead and manage the team of staff to ensure that BOOSH continues to provide high quality out of school care</li> <li>• Ensure facilities are safe, welcoming and functional</li> <li>• Ensure services are delivered within budget</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure BOOSH works within the requirements of the National Quality Framework (NQF) and the framework for School Aged Care – My Time, Our Place.</li> </ul>
<b>Judgment and decision making</b>	<p>This is a leadership position, responsible for the day-to-day management of BOOSH. This position requires the ability to make decisions and solve problems based on BANC Policy and Procedures and delegations provided by the General Manager. The position is responsible for the management of staff and facilities.</p>
<b>Interpersonal skills</b>	<ul style="list-style-type: none"> <li>• Ability to engage with children and their families</li> <li>• Good written and verbal communication skills</li> <li>• Excellent listening skills and the ability to earn the trust of others</li> <li>• Time management of competing priorities</li> <li>• Ability to lead and motivate a team of staff</li> <li>• Understanding of confidentiality and discretion</li> </ul>
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Ensure the BOOSH team delivers high quality out of school hours care for families in the Upper Mountains.</li> <li>2. Ensure BOOSH complies with the requirements of the National Quality Framework and Framework for School Age Care – My Time, Our Place, Education and Care Services National Regulations and other relevant legislation.</li> <li>3. Lead and manage the team of staff to ensure that BOOSH continues to be responsive to the needs of children and their families.</li> <li>4. Ensure that quality services are provided through a team of staff who are well managed, feel valued and who contribute to the service and the organisation.</li> <li>5. Manage staff performance, ensuring they receive supervision, appraisal and professional development appropriate to their position and goals.</li> <li>6. Ensure needs, concerns and expectations of children and families are integrated into planning.</li> <li>7. Ensure that BOOSH maintains a positive public image and is well promoted so that its services are as accessible as possible.</li> <li>8. Build useful working relationships and partnerships with key stakeholders.</li> <li>9. Ensure BOOSH actively participates in key local networks to extend the strategic goals of BOOSH and the organisation.</li> <li>10. Ensure compliance with funding contracts.</li> <li>11. Oversee effective and efficient administrative and financial management systems.</li> <li>12. Contribute to the development and review of BANC policies and procedures to ensure they support the safe and professional delivery of services.</li> </ol> <p><b>BANC duties</b></p> <ul style="list-style-type: none"> <li>• Comply with all BANC policies and procedures</li> <li>• Act according to the BANC Code of Conduct</li> <li>• Comply with BANC’s Work Health and Safety Policy</li> <li>• Promote a positive image of BANC to members of the public</li> <li>• Promote the service where possible, including on social media platforms</li> <li>• Contribute to the team environment at BANC and its overall aims</li> <li>• Actively participate in staff meetings, service planning, supervision and performance appraisals as directed</li> <li>• Read and respond to relevant minutes and memorandums</li> <li>• Maintain BANC resources within the guidelines of BANC Policies and Procedures</li> </ul>

<b>Selection criteria</b>	<ol style="list-style-type: none"><li>1. Ability to effectively supervise an education and care service</li><li>2. Understanding of child development and the needs of children with additional needs</li><li>3. Ability to develop respectful relationships with children, families and staff</li><li>4. Ability to lead a staff team</li><li>5. Ability to manage a project within budget</li><li>6. Good IT skills, including knowledge of Microsoft Office</li><li>7. Current Criminal Record Check and Working with Children Check</li><li>8. Up-to-date COVID-19 and influenza vaccination certificate</li></ol>
<b>Date</b>	October 2022