**POSITION VACANT: Children’s Services Manager**

This unique role is suited to a skilled professional with a sound knowledge and understanding in childhood development and parenting support and specialist knowledge in Outside of School Hours Care (OSHC). You will drive an innovative culture with excellent communication skills and exemplary knowledge of “My time our Place” in order to continue to improve and develop our network of services within our child and family team and OSHC services. Playing a key management role across a growing number of OSHC services and children and family programs, the Children Services Manager will be required to travel across our multiple sites across Sydney including South Western Sydney and South Eastern Sydney, leading the professional development and providing support and professional advice to the coordinators, executive management team, and board of directors.

The Children Services Manager, will be focused on ensuring that business performance goals are achieved, legislative, regulatory and all requirements of the Targeted Earlier Intervention Reform and National Quality Framework are met in all services. This role is a great opportunity for an ambitious leader who can contribute to the growth strategies and business development opportunities across South Eastern Community Connects OSHC Services and children and family services. This position will also provide management support to the Child and Family Team, supporting the delivery of parenting workshops and information sessions, programs and supported playgroups.

**Essential Requirements**

* Tertiary qualifications in Primary School Teaching, and experience having taught primary school aged children or AQF Advanced Diploma or Diploma in Early Education and Care or equivalent or relevant Degree in Social Services
* Previous experience as a service coordinator or director at OSHC and multisite management (3-5 years minimum experience)
* Exceptional working knowledge of the National Quality Framework and My Time Our Place and including experience in working towards an exceeding rating
* High level experience in providing leadership and supervision to staff members across multiple work areas and fields
* Experience in the ability to negotiate matters on behalf of the organisation and/or ability to assist with decision-making in a particular work area such as the provision of expert advice.
* Demonstrated ability to set and achieve outcomes for work areas for which you are responsible for and implement effective evaluation measures
* A high level of interpersonal and written skills and ability to utilise these skills to resolve organisational issues, negotiate contracts, develop and motivate staff etc.
* Experience in exercising managerial control, involving the planning, direction, control and evaluation of operations which include providing analysis and interpretation across multiple work sites
* Ability to exercise autonomy in establishing the operation of the work area and/or supervision/management abilities exercised within a multi-disciplinary and multi-worksite organisation.
* Strong sector knowledge including policy framework, funding arrangements and current reform agenda
* Strong understanding of developmental and support needs of children and their families and best practice/evidence based approaches
* Demonstrated experience in project management and ability to deliver outcomes in accordance with specified budgets
* Minimum three years’ experience in a management role with skills in staff supervision, financial management and policies / procedures development
* Current drivers licence and compressively insured vehicle
* Current Working with Children’s Check
* Experience in supporting continuous improvement including developing professional learning plans and programs
* Must be willing to work from multiple sites across Sydney

## Desirable

* Ability to speak a community language
* Knowledge of local community issues affecting the South Eastern Sydney and South Western Sydney region
* Working knowledge of EEO and workplace health and safety

**Remuneration**

Salary and employment conditions are in accordance with the SCHCADS Award 2010, Level 6.1 with salary packaging available following probation period.

**Employment at South Eastern Community Connect is conditional to a Criminal Records Check under the legislation and Working with Children Check.**

For further information or a copy of the position description please contact Ashleigh Daines on (02) 8338 8506 Mon-Fri. **Applicants must address the Essential Selection Criteria in their application and provide their CV to be eligible for an interview.**

Applications close 5.00pm Sunday 2nd June 2019

By email: Ashleigh Daines - dceo@secc.sydney

Or by mail to:

Ashleigh Daines

Deputy CEO

South Eastern Community Connect

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Please see our website: www.secc.sydney for more information about South Eastern Community Connect.