

Director/Manager

Position Description

Reporting to:	Snr Manager North QLD	Work location:	Mornington Island
Department:	54 reasons	Budget holder:	Yes or no
Team:	Children and Family Centre and Long Day Care	Direct reports:	8

About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children, and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. Our operations and services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

From our 54 Reasons Practice Framework to our culture where you will feel valued, belong and make a difference for children, 54 Reasons is truly a place you will **learn and grow**. Find out more about *Our Promise* to Children and Young People and how our Practice and Impact measurement team works to ensure the provision of high quality, contemporary and inspiring service, practise and outcomes that meet and exceed client needs. [Our Approach – 54 reasons](#)

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

Role Purpose

The key focus areas for the Director/Manager CFC and LDC are:

- Provide feedback to the team to ensure quality service delivery by maintaining awareness of role, responsibilities, and outcomes as per contractual obligations and stakeholder expectations.
- Provide effective leadership to a team of educators, practitioners, including the provision of direct Supervision, coaching development, capacity building and performance management at stages of the employee lifecycles and accurate monitoring, evaluation and reporting programmatic inputs, deliverables, and outcomes.
- Maintain effective stakeholder relationships by liaising and consulting with local communities, professionals, service providers and referral services to ensure our services are meeting client and contractual obligations.
- Provide pedagogical leadership to ensure quality care and educational programs for children, and direction, support, and continuous learning for staff.
- To always adhere to the Education and Care Services National Regulations 2011 and the Education and Care Services National Law (Queensland) Act 2011, Child Safe Legislations as well as the policies, goals, and philosophy of the services.
- Provided advocacy within the broader service system on behalf of children, parents and carers.

Here your skills will be valued

Team leadership

Ensure team members adhere to expectations as per programmatic and organisational goals, contractual obligations and their position descriptions.

Lead a team of educators and practitioners through all stages of the employee lifecycle, including provision of expert support and advice in Supervisions sessions.

Role model and facilitate a learning culture by proactively maintaining knowledge of relevant research, network's programmatic themes and opportunities to enhance team skills and capability.

Program management.

- Monitor contracts and ensure contractual obligations are met via quality management, reporting, data collection and measuring deliverables.
- Understand and interpret the relevant industry regulations and legislation, including the national Quality Standards (NQS) and Early Years Learning Framework (EYLF)
- Oversee the day-to-day operational and administrative requirements of the specific service/program.
- Ensure compliance with service agreements, policies, procedures, and relevant Legislation.

Quality and compliance

- Be responsible for team data and ensure it is accurate, high-quality for timely reporting and assessments.
- Ensure team compliance with internal policy and procedure and programmatic requirements.
- Identify, monitor, and mitigate programmatic risk.
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- Collect case studies and information for marketing and communication purposes.
- Ensure regular case management reviews are carried out with the team to improve client outcomes.

Finance and business development.

- Manage staffing, rosters, and absenteeism in line with delivery requirements and established budgets, proactively identifying and raising issues.
- Contribute to the development of high-quality proposals and funding submissions.
- Management of the Childcare Subsidy CCS including accounts, invoices and payments.

Stakeholder management and advocacy

- Build and maintain effective networks and relationships with stakeholders to promote programs, generate support and create effective referral pathways.
- Actively participate in community events to promote and increase awareness of programs.
- Maintain internal and external stakeholder relationships with a focus on the program locally to ensure positive community reputation for 54 reasons.
- Drive advocacy within the broader service system on behalf of children, parents and or carers.
- Provide information and feedback to families, children, and carers.
- Encourage a culture that recognises the value of collaboration with families, partners and stakeholders.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training.
- Always Act safely.
- Report all incidents, injuries, and potential hazards in a timely manner.
- Participate in, and contribute to, health and safety awareness and improvements.
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied.
- Ensure staff have completed all required training and have up-to-date background and working with children checks.
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management.
- Show leadership towards health and safety awareness and improvements.
- Ensure compliance with National Quality Standards for children in a Early Childhood Education and Care (ECEC) service setting.

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, always acting in the best interests of children.
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life.
- Never abuse the position of trust that comes with being a part of the Save the Children family.
- Always maintain a safe and positive relationship when working with children and young people.
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes.
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements.
- Ensuring staff understand the and follow all legislative requirements for reporting concerns regarding area of children protect.
- Maintain the key priorities of the Safe and Supported: National Framework for Protecting Australia's Children 2021-2031

All roles at Save the Children contribute to our impact for children

At Save the Children and 54 reasons, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring to this role:

Essential knowledge or experience

- Understanding of the Early Years Learning Framework (EYLF) and the National Quality Standard (NQS) to assist in ensuring quality practices and outcomes.
- Ability to support, mentor and lead a team of educators in conjunction with the Lead Educator.
- Capability to assist in managing daily operations, from staffing to parent communications.
- Strong verbal and written skills for effective interactions with families, staff, and regulatory bodies.
- Ability to effectively address and resolve issues that may arise within the service.

Required qualifications and/or accreditations

- A bachelor's degree Early Education or equivalent (recognised by ACECQA as an early childhood teaching qualification) or Bachelor of Primary Teaching with an approved Diploma-level qualification.
- Current 1st aid HLTAID)12 (or willingness to obtain)
- Valid Blue Card and current Police Check

Additional Information

- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- 54 reasons is an Equal Opportunity Employer

Driver's Licence:

Required

Travel:

FIFO Considered

Working with Children Check:

Required

Assets:

Laptop/Phone