

POSITION DESCRIPTION



Homework Club Coordinator

Settlement Program

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Homework Club Coordinator
PROGRAM:	Settlement program
LOCATION:	Sunshine/Flemington
REPORTING RELATIONSHIPS:	This position reports directly to Manager, Community Development and Support This position has line management of Homework Club volunteers
EFFECTIVE DATE:	July 2024

Position Purpose (max 3 dot points)

- To oversee all program activity including program planning, service delivery, program administration, monitoring and evaluation, and reporting
- To provide leadership and support to participants, their families, and program volunteers
- To develop and maintain relationships with key stakeholders including the local community, local schools, and other homework clubs.

Program Purpose

The Flemington Homework Club supports school students between 6 and 18 years old with a refugee/migrant background, and their families, living in and around the Flemington Housing Estate. Students receive tailored and culturally appropriate supports to improve their ongoing educational engagement and attainment, and to reduce the risk of disengaging prematurely from school. Volunteer tutors support students in a safe, welcoming and inclusive space to overcome the common barriers they face to successful learning and educational achievement.

The Settlement Program is a Community Development Program funded by the Department of Home Affairs (DoHA). Jesuit Social Services collaborates with newly arrived communities and other local community organisations and services to implement this project from Jesuit Social Services offices in Inner and Western Melbourne. The program seeks to support the settlement of new and emerging communities through general casework, group information sessions, referral to mainstream services and activities, using a community development and capacity building approach.

Duties of the position

- Oversee the day-to-day coordination of the Homework Club, including set up and pack down, student registration, family communication, support for volunteer tutors and students, managing equipment, and program documentation
- Maintain a safe and welcoming learning environment for students and volunteers
- Facilitate information sessions, workshops, holiday programs and events for families and students
- Support the recruitment, and manage the orientation and ongoing training of homework club volunteer tutors
- Develop or update and implement tools, templates, policies and procedures as required
- Monitor funding agreements, ensure KPIs are being met and all reporting requirements are adhered to

Key Selection Criteria

1. Tertiary qualification/s and/or relevant experience in field
2. Understanding of pedagogy, child and adolescent development and working with children with special needs
3. Understanding of issues facing young people from a refugee background and newly arrived migrants
4. Superior written and verbal cross-cultural communication skills

5. Experience managing and supporting volunteers
6. Strong relationship building skills and capacity to network across a broad range of stakeholders

Key Performance Indicators

- Program is delivered in a professional and accountable manner
- Homework Club is regularly attended by students and volunteers
- Funding agreement KPIs and reporting requirements met
- Program budgets are adhered to and relevant data is correctly collected and stored
- Stakeholder feedback is representative and positive

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:

**Leanne Acreman, General Manager
Housing and Complex Needs**

Position Description Review Date:

July 2026