

JOB AND PERSON SPECIFICATION

Title of Position:	Program Coordinator, Communities
Remuneration:	ASO 3
Type of Appointment:	0.6 FTE (22.5 hours per week)
Term of contract	Fixed Term to 30June 2026
Line Management:	Manager, Communities

Job and Person Specification Approval



Robyn Jones

Acting Chief Executive

Carclew Inc.

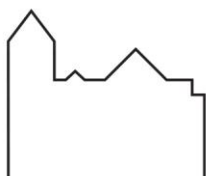
About Us

Carclew is the home of youth arts and creativity. It connects all children and young people to a world of creative possibilities, as artists, learners and audiences. As Australia's largest multi-artform cultural institution dedicated to children and young people, Carclew is a vital part of Australia's youth arts and arts sector.

We are at a time of unprecedented growth. Driven by our core value to have the greatest impact on the greatest number, we have an ambitious path to amplify and elevate the youth arts sector in Adelaide, South Australia and nationally.

Carclew is both an Incorporated Association and Public Authority within the Department for Education.

First Nations voices and values are at the centre of all Carclew does. Through our commitment to First Nations children, artists and communities, we aim to ensure a safe space to learn and educate, inspire awareness and respect, and help to develop the cultural leaders of tomorrow. **Aboriginal and Torres Strait Islander people are strongly encouraged to apply.**



About the role

The Program Coordinator works within the Community Programs and wider Arts Programs teams, to deliver youth arts projects within greater metropolitan Adelaide. These include programs such as Pom Pom, Relaxed Hour, Stage Sparks, and other programs as required.

The position works closely with the Manager, Communities, as well as other Arts Program staff, and the Marketing and Administration teams. The program Coordinator is required to develop and maintain stakeholder relationships, adhere to administrative policies and processes, and have high organisational and time management skills.

This is a public sector position offered at ASO3 as a fixed term contract.

About you

We are looking for a professional, driven, and adaptable coordinator who has a strong interest in youth arts and community engagement. With a 50-year history, which is richly engaged with First Nations artists, arts workers and communities, we know experiences with Carclew are formative. You will assist the Manager of Communities in supporting community programs and developing new projects for Carclew and its strategic partners. This role focuses on creating an inclusive environment, fostering the development of children as young artists and audience members, and celebrating their creativity. Work Level Definition - Work Level 3 (ASO3)

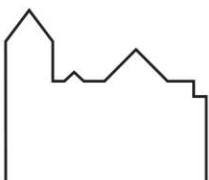
Work at the third level requires previous experience and particular knowledge or skills in order to undertake work, which either requires responsibility for a range of functions or else requires interpretation and detailed knowledge of standard procedures and practices; or a combination of both. Duties are required to contribute expertise to resolve issues within a day-to-day environment for which there may not be clearly established procedures.

General features of duties at this level indicate the use of knowledge, judgement and work organisation skills acquired through previous employment or through post-secondary education. Duties may involve a range of work functions or contribute to interpretation and administration of matters for which there are clearly established practices or procedures.

Key accountability and functions

Project Delivery

- Contribute to high quality, professional programming, supporting the Manager Community Programs.
- Contribute to and support Carclew's programs and initiatives through project planning, delivery, reporting and evaluation.
- Coordinate casual and contract project staff
- Liaise with and maintain working relationships with external delivery partners and funders.
- Maintain working relationships with internal partners and foster collaborative outputs.
- Contribute to the development of marketing and promotional materials.
- Provide in-person coordination support to programs and offsite delivery staff.



- Contribute to monitoring and reporting on offsite facility maintenance ensuring WHS compliance.
- Other duties as required.

Finance and Administration

- Assist in monitoring arts project budgets.
- Accountable for purchasing program materials in line with program budgets and delegated authorities.
- Contribute to regular program reporting and actively contribute to data collection and management.
- Contribute to the development of reports, acquittals and funding applications.
- Contribute to the recruitment, contracting and rostering of casual project staff and Artists.
- Contribute to internal and external reporting.

PERSON SPECIFICATION

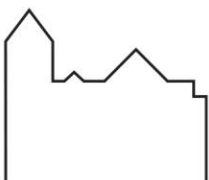
ESSENTIAL

Knowledge/Skills/Abilities/Personal Attributes

- Experience in project delivery including a high level of organisation and administrative skills.
- Knowledge and experience working in creative settings, and with children and families.
- Demonstrated experience in empathetic, respectful and culturally sensitive communication.
- Experience in preparing accurate reports, including basic data analysis and clear presentation of information.
- Ability to liaise and negotiate with a range of staff, partners, teachers, students, artists and members of the public.
- Commitment to working directly with children, young people and communities in program development.
- Clear and effective verbal and written communication skills.
- Proficiency in data management, including the use of databases, spreadsheets, and other digital tools to maintain accurate and organised records.
- Demonstrated ability to process invoices and handle related administrative tasks efficiently.
- Ability to provide administrative support to contract staff, including preparing rosters and scheduling.

DESIRABLE

- Previous experience working within an arts or cultural discipline
- Previous experience working with community groups
- An understanding of issues impacting children and young people.



SPECIAL CONDITIONS

- The appointee will be required to have a relevant
 - Working with Children Check,
 - National Police Clearance and
 - RRHAN-EC Certification
- Ability to work offsite and after hours when required.
- Current First Aid Certificate
- Drivers License
- Some regional and remote travel within South Australia may be required.

