

POSITION DESCRIPTION

POSITION TITLE:	Early Childhood Scholarships Team Leader
LOCATION:	Southport
REPORTING TO:	Scholarship Operations Manager
DEPARTMENT:	Education and Scholarship Administration Team

PURPOSE STATEMENT

The primary purpose of this position is drive high-level performance and lead a small team in ensuring the objectives of the Early Childhood Scholarships and Incentives Program are exceeded.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the Scholarship Operations Manager.

PRIMARY DUTIES

- Oversee deliverables for the Early Childhood Scholarships and Incentives program.
- Lead and manage staff in the assessment and processing of scholarship applications.
- Monitoring and evaluation of the program.
- Reporting and analysis (fortnight, monthly, quarterly and annually).
- Develop networks and relationships to promote the Early Childhood Scholarship program.
- High level of stakeholder management.
- Ensure scholars receive a high quality experience with the program.
- Identify and report on risks to program (including recipients not fulfilling their contract terms).
- Manage timely responses to stakeholders and applications are actioned within stated timeframes.
- Model and implement a culture of high performance and continuous improvement that will improve the customer experience
- Work as a BUSY team member by consulting with fellow colleagues (within and externally to the team) to result in successful organisational outcomes in line with BUSY At Work's organisational values
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

- Experience and expertise in the Early Childhood sector in the Victorian context (mandatory).
- Proven ability to manage a small team in achieving and exceeding KPIs.
- Proven track record of developing and implementing strategies and processes to improve the success of a program.
- Demonstrated ability to develop stakeholder relationships and to actively promote the program.
- Excellent written and oral communication, interpersonal and negotiation skills.
- Extremely well-developed organisational, time management and administrative skills with the ability to plan, prioritise and meet deadlines, ensuring program performance indicators are met.
- High-level computer literacy skills with the capacity to work with participant management data systems and Microsoft Office suite.

QUALIFICATIONS

- Higher Education (Certificate or higher in Early Childcare) or relevant work experience.

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____