



Position Title	Program Coordinator
Accountable To	Executive Officer
Hours	This position is 0.8FTE (4 days per week)
Term of Contract	Fixed Term until 30th June 2025
Classification	SCHCADS Level 5.1, \$44.92 per hour.
Superannuation	As per the Superannuation Guarantee Act
Location	Candidates must reside in Victoria and have the ability to work from home. This position will have flexible work from and from the office conditions. Office locations are in Melbourne and Castlemaine.
Salary Packaging	Employees will have the ability to salary package.
Checks	Employment is contingent on a satisfactory Working with Children Check and a Police check.

About Transcend

Transcend Australia is based on the lands of the Kulin nations, always and forever the home of the Wurundjeri, Boonwurrung, Wathaurong, Taungurong and Djadjawurung peoples. We acknowledge that our work takes place on stolen lands and that sovereignty was never ceded. We pay our respects to Kulin Nation elders, past and present and wish to extend this respect to any and all Aboriginal and Torres Strait Islander People.

Transcend Australia Ltd (Transcend) is a not-for-profit charity whose purpose is to improve and celebrate the lives of TGDNB young people and their families by providing opportunities for peer support, the provision of information and resources, and advocating for change to services and systems.

One of the primary aims of Transcend is to support families, parents, and carers to navigate the mental health and health system for transgender, gender diverse and non-binary (TGDNB) children, young people and their families. In addition, we offer support to families in securing fair, respectful and inclusive outcomes for their children across of range of social and institutional settings that intersect with their lives.



About the role of Program Coordinator

Reporting to the Executive Officer you will showcase your strong project management and community engagement skills to pick up and run with existing program work and manage new projects as they arise.

You have a background that underpins your community engagement, project management and event coordination skills. You have strong communication skills and have a well-developed administration support background that will assist the Executive Officer.

You understand the nature of not-for-profit organisations and align projects to this framework.

You have a passion for supporting marginalised communities and are able to apply a social justice and equity lens to your work.

About you

- Tertiary qualification, industry certification, or equivalent experience in Project Management, Community Services, Community Development or Communications or similar field is highly desired.
- Strong project management and organisational skills
- Strong community engagement skills
- Demonstrated experience working with marginalised communities in the community sector
- Highly developed verbal and written communication skills
- Demonstrated awareness of the role of families in helping TGDNB children and young people live affirming and productive lives.
- Capacity to respond sensitively and strategically to matters related to the health, welfare, inclusion, and safety of TGDNB children and young people.

Purpose of the role

To manage and deliver on existing and incoming project work and provide support to the Executive Officer to co-design and implement systems for the programmatic functions of the organisation.

Transcend Australia is in an exciting period of growth with enormous opportunity to support families, parents and carers of TGDNB children and young people across Australia. The Program Coordinator will be instrumental in Transcend's success as the role will be central to driving project and program outcomes. The Program Coordinator will be responsible for ensuring that projects are delivered on time and within scope. The Program Coordinator will have an understanding of the principles of community development and community co-design, ensuring that all work undertaken benefits the community we aim to serve. The Program Coordinator will enjoy a dynamic role working closely with the Executive Officer to engage communities across multiple projects in partnership with researchers, community groups, community organisations and health services.

Key duties and responsibilities:

The Program Coordinator is responsible for:

- Maintaining and fostering effective relationships with project partners, TGDNB community stakeholders (including family support groups) and other relevant agencies to ensure successful delivery of projects.
- Co-designing and monitoring the implementation project plans, evaluation frameworks, program budgets, risk management plans and timely completion of milestones.
- Participate in project control groups across multiple projects, including administrative responsibilities and attending and contributing to meetings.
- Engaging with TGDNB communities and their families to co-design, deliver and review programmatic work, including projects, resources, campaigns and events.
- Support Transcend's communications, including the development of social media campaigns, monitoring social media accounts and managing subscriber mail outs through MailChimp.
- Write copy for Transcend's promotional resources, including the website, promotional material and support resources.
- Work to promote the programs, services and events available to TGDNB people and their families.
- Build and maintain relationships with health and other local community based services.
- Attend and actively participate in project meetings, network meetings and other staff meetings as required.
- Responding to general enquiries and supporting other team members as required.
- Provide support to the Executive Officer of Transcend Australia as required.

KEY SELECTION CRITERIA

ESSENTIAL	<ul style="list-style-type: none">• Strong project management skills with a proven ability to manage projects and delegate activities to meet outcomes within required timeframes, budgets and scope.• Demonstrated knowledge of community development and stakeholder engagement principles, including previous success in developing strong collaborative relationships with key internal and external stakeholders.• Excellent verbal and written communication skills, including the ability to write reports for management and funders.• Demonstrated experience in managing organisational communications, including social media campaigns and proficiency with MailChimp mail outs.• Demonstrated knowledge of gender affirming care as it relates to TGDNB children and young people.• An understanding of the needs and priorities of TGDNB young people and their families.
DESIRABLE	<ul style="list-style-type: none">• Tertiary qualification, industry certification, or equivalent experience in Project Management, Community Services, Policy, Community Development or Communications is highly desired.• Lived experience as a TGDNB person or as a parent/carer of a TGDNB young person or child is highly desired.• Previous experience working with TGDNB communities and/or families of TGDNB people.• Graphic design and/or digital marketing skills.• Previous experience in delivering training and/or public speaking experience.• Victorian Drivers License.

How to Apply:

Please ensure you read the full Position Description for the role of Program Coordinator.

Applicants will need to submit their resume and a response to the key selection criteria.

Please send your applications to recruitment@transcend.org.au

For more information, please contact the Executive Officer, Jeremy Wiggins on 0484 299 885.

Applications close: 9am, Monday 25th July, 2022

Transcend Australia is an Equal Opportunity Employer and encourages trans, gender diverse and non-binary communities and their parents/carers to apply. We especially welcome applications from people who are Aboriginal and/or Torres Strait Islander; sexually diverse; intersex; disabled; carers; living with HIV; culturally and linguistically diverse (CALD); People of Colour and People of Faith.