

The Australian Government Department of Health and Ageing has funded Early Childhood Australia (ECA), working in partnership with the Australian Psychological Society (PSA) and *beyond blue: the national depression initiative*, to create and trial a framework to improve the mental health and wellbeing of children aged birth to five in preschools and long day care centres. The program will be based on the *KidsMatter* primary schools project.

Information about the project

The *KidsMatter* Early Childhood framework will include resources/tools, professional development and guidance and support to services to help:

- create a positive early childhood service community
- provide social and emotional learning for young children
- parent support and education
- early intervention for children experiencing mental health issues.

The *KidsMatter* Early Childhood framework will include a focus on fostering resilience and connectedness to family and community for young children, and will be piloted in at least 50 early childhood settings across Australia.

The *KidsMatter* Early Childhood initiative is in the early stages of development. The partners will collaborate to further develop the framework and model for the implementation of this initiative in early childhood services. It is expected that ECA will have a lead role.

More information about *KidsMatter* can be found at <http://www.kidsmatter.edu.au/>

Two national project staff will be employed for the period of the project. Details for these positions are included in this document.

Title	National Project Coordinator (ECA) <i>KidsMatter</i> Early Childhood Program
Employer	Early Childhood Australia Inc
Term	12 month contract February 2009 – February 2010, with the possibility of extension for an additional 1–2 years
Classification	Full time
Location	Canberra
Salary	\$135,000
Closing date	5pm AEDST Friday 23 January 2009

Description of the position

The National Project Coordinator (ECA) will have five main areas of responsibility:

1. Management

- Overall responsibility for the management of ECA's obligations as part of this program.
- Contribute to the achievement of outcomes and the project deliverables on time and within budget.
- Be responsible for the management of the ECA national and state/territory project officers and the state project officers who will support services involved with the project.
- Provide leadership to the *KidsMatter* Early Childhood team members, including the building of a strong relationship with the Lady Gowrie Child Centres.

2. Understanding early childhood services

- Take the lead in ensuring that the project resources and professional training reflects a deep understanding of early childhood services, the capabilities of the staff and the complexity of their work.
- Contribute to the adaptation of the *KidsMatter* Primary Schools model so that it reflects the realities of preschools and long day care centres.
- Work with the implementation team to develop an effective implementation strategy for the piloting of the resources in a number of early childhood services including a strategic approach to long term sustainability of *KidsMatter* Early Childhood.

3. Resource development

- Provide input into the development of the materials about *KidsMatter* Early Childhood for early childhood health and education systems, centre staff, parents and carers, and the wider community.
- Contribute to the development of an Implementation Manual that reflects a deep understanding of the way preschools and long day care centres operate, and provides assistance to the services in addressing the four components of *KidsMatter* Early Childhood.
- Contribute to the development of resources for the staff in services, parents and carers on mental health issues.

4. Professional learning

- Jointly develop and deliver with PSA the professional learning for project officers who will work with each of the state/territory pilot centres.
- Contribute to the development of the professional learning program for staff.

5. Pilot sites

- Take a lead role in identifying the sites to pilot the *KidsMatter* Early Childhood Program.

Prerequisites

- Degree or postgraduate qualification/s in early childhood education

Selection Criteria

- Knowledge and understanding of the operation and work of preschool and long day care centres.
- Demonstrated successful project management.
- Experience in delivering training to the children's services sector.
- Capacity to contribute to the development of resources for early childhood services.
- Management experience, including financial management.
- Very good computing skills, including Microsoft Word and Microsoft Excel.
- High level communication skills (oral and written).
- Demonstrated capacity to lead a team.

Other information

- Early Childhood Australia will fund the airfare for applications to attend the job interview if applicable. Funded airfare will be a return airfare, booked by ECA, from the applicants nearest capital city on the cheapest flight/airline available on the day of booking.
- Applications must be submitted electronically in Word format to employment@earlychildhood.org.au. Questions about the position can also be sent to this address, but will not be answered until after 5 January 2009.
- Applications must include a response to the selection criteria and include the title of the job you are applying for.
- Closing date for application is 5pm AEDST Friday 23 January 2009.

Title	National Project Officer (ECA) <i>KidsMatter</i> Early Childhood Program
Employer	Early Childhood Australia Inc
Term	12 month contract February 2009 – February 2010, with the possibility of extension for an additional 1–2 years
Classification	Full time
Location	Canberra
Salary	\$100,000
Closing date	5pm AEDST Friday 23 January 2009

Description of the position

The National Project Officer will:

- Contribute to the development, implementation, review and monitoring of the implementation plan, including a strategic approach to the long-term sustainability of *KidsMatter* Early Childhood.
- Contribute to the development of all *KidsMatter* resources.
- Work collaboratively with the APS and *beyondblue* Project Coordinators through Implementation and Working Groups.
- Assist in the development and implementation of a communication strategy for *KidsMatter* Early Childhood.
- Facilitate briefings and professional learning for pilot site staff and management in pilot sites.
- Provide ongoing support for the pilot sites.
- Provide line management and support to state/territory project officers.
- Facilitate recruitment and professional learning of state/territory project officers.
- Assist pilot sites throughout the life of the initiative.
- Seek opportunities to collaborate with other organisations promoting mental health in early childhood services.
- Support the evaluation of *KidsMatter* Early Childhood.
- Assist in meeting all reporting obligations including to the Department of Health and Ageing.

Prerequisites

- Degree or postgraduate qualification/s in early childhood education.

Selection Criteria

- Knowledge and understanding of the operation and work of preschool and long day care centres.
- Demonstrated successful project implementation.
- Experience in delivering training to the children's services sector.
- Capacity to contribute to the development of resources for early childhood services.
- Very good computing skills, including Microsoft Word and Microsoft Excel.
- High level communication skills (oral and written).
- Demonstrated capacity to lead a team.

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