



Early Childhood Australia

A voice for young children

POSITION DESCRIPTION

Position Details	
Title	NT-IA Inclusion Professional/Community Outreach Coordinator Northern Region
Program	Inclusion Support Program (ISP)
Classification and Level	ECA Enterprise Agreement
Reporting to	Northern Region NT-IA Manager
Delegation/Supervision	None
Clearance requirements	Working with Vulnerable People Registration/Ochre Card and other background checks as required in accordance with ECA's policies.
Date approved	19 th June 2023
Date reviewed	June 2024

OUR VISION: EVERY YOUNG CHILD IS THRIVING AND LEARNING

About Early Childhood Australia

Early Childhood Australia (ECA) has been operating since 1938. Our vision is 'every young child thriving and learning'. To achieve this vision we champion the rights of young children to thrive and learn at home, in the community, within early learning settings and through the early years of school.

Our work builds the capacity of our society and the early childhood sector to realize the potential of every child during the critical early years from birth to the age of eight. ECA specifically acknowledges the rights of Aboriginal and Torres Strait Islander children and their families, and the past and current injustices and realities for them around Australia.

Everything we do is founded on our values:

- **Respect:** we demonstrate our respect for children, families and professionals.
- **Leadership:** we are courageous in promoting the rights and voice of young children.
- **Integrity:** our work is based on evidence and expertise; it is always ethical and transparent.
- **Equity:** we believe in social justice and equal opportunity

ECA's Strategic Plan (2021-2024) outlines the future direction of the organisation and what we stand for. It contains five strategic priorities:

1. Speak up for children.
2. Collaborate for impact.
3. Champion 'beyond quality' in early education
4. Lead & inspire professional learning.
5. Be sustainable and effective.

More information can be found on our website: www.earlychildhood.org.au

Employment Context

Early Childhood Australia (ECA) is the Inclusion Agency in the Northern Territory (NT IA) that runs the Inclusion Support Program (ISP). The NT IA is funded by the Commonwealth government to support ECEC services to improve their capacity and capability to provide quality inclusive practices and address access and participation barriers to include children with additional needs alongside their typically developing peers'. NT IA also provides parents or carers of children with additional needs with access to appropriate and inclusive ECEC services that assist those parents or carers to increase their activity including work, study and training. (ISP Guidelines p.8).

The ISP is underpinned by a set of guiding inclusion principles including access, participation, integration, continuous improvement and workforce participation. (ISP Guidelines, p.8).

Position Purpose

The Inclusion Professional/Community Outreach Coordinator role is based in the Northern Region Inclusion Support team (Darwin), to deliver the Inclusion Support Program (ISP), with a particular focus on community development and outreach service coordination, with a view to support building strong relationships/partnerships with key stakeholders leading to easier access and coordinated integration. This role is full-time and requires extensive travel including remote travel overnight via, ferry or light aircraft.

Reporting Structure

The Community Outreach Coordinator – Inclusion Support reports to the Northern Region NT-IA Manager and will work closely with all other work teams within ECA.

POSITION DESCRIPTION

Key Responsibilities

1. Leadership

- Represent ECA NT in a manner that is consistent with the ECA Mission, Values, Code of Ethics, Code of Conduct and Rules of Engagement.
- Provide practical assistance and opportunities for professional learning to educators re the principles of inclusion, best practice and in areas of personal expertise.
- Support the team to uphold ECA NT's policies, procedures, Code of Conduct and the ECA NT Code of Ethics.
- Demonstrate best practice across all work tasks and workplace behaviour to support a positive work environment.
- Support the maintenance and effectiveness of a positive team culture across the organization.
- Build and maintain a positive and constructive relationship with all stakeholders.
- Work collaboratively with Northern Region Manager and team of IPs to ensure that reporting needs are met as per contractual requirements.

2. Knowledge and skills

- Thorough understanding of inclusion and integration in early/middle childhood.
- Current knowledge of the early/middle childhood sector including knowledge of the National Quality Framework, EYLF and other early/middle childhood related frameworks and curriculum.
- Capacity to share inclusion practices and provide innovative solutions.
- Sound knowledge of child development.
- Effective oral and written communication skills that enhance a collaborative and capacity building approach in working with ECEC educators.
- Facilitate change through the use of reflective practice and a strengths-based approach.
- Apply adult learning principles.
- Have an understanding and competence in working in across cultural and Indigenous community context.
- Work independently as well as within a team.
- Work within required timeframes.
- Ensure flexibility and adaptability to respond positively to change within the work environment.
- Ability to use IT including a variety of databases.

3. Professionalism

- Engage in professional reflection and continuous improvement strategies to increase skills and maintain currency.
- Keep up to date with current developments in the early and middle childhood.
- Undertake professional learning to further develop skills and practices relevant to the IP position.
- Contribute to the writing and implementation of NT IA's annual Workplan and reporting documentation.
- Provide contributions to newsletters, network meetings and professional learning activities
- Maintain confidentiality as per ECA NT policy.

- Comply with all other organisational policies and procedures relevant to the position.
- Actively contribute to creating and maintaining a positive ECA NT work environment by working as a team to achieve best outcomes for ECEC services, educators, families and other stakeholders.

4. Inclusion Support Accountabilities/Service Delivery (0.6 FTE)

- This role will support a case load of approved Education and care Services (ECEC) requiring inclusion support. This case load will be a mix of urban, regional and remote services as is required.
- The IP Community Outreach Coordinator will work closely with other Inclusion Agency team members and nominated stakeholders to deliver inclusion support that is strength-based, flexible, responsive and tailored to the needs of ECEC services, educators and parents (in line with the ISP Guidelines – July 2021).
- Provide support to allocated services through regular visits, coaching & mentoring and networking
- Actively promote the ISP with key community stakeholders and advocate for quality inclusive practices for all children.
- Use the NT-IA workplan, Iplan, and SIP to guide the work, document key performance indicators and gather data for reporting as is required.
- Build respectful and collaborative relationships with colleagues, services and key stakeholders.

5. Community Outreach Accountabilities (0.4 FTE)

- Engage in community and stakeholder outreach, fostering positive relationships and providing support to families.
- Contribute to the development and implementation of quality support services that address the unique challenge faced by remote and geographically isolated children and families.
- Stay up to date with industry trends, best practices and research in ECEC and inclusive practices, including using the ABS and AEDC data to support.

SELECTION CRITERIA

Essential

- Tertiary or Diploma qualifications in education, community development, social work or equivalent with experience of working with young children and families.
- Strong organization skills and problem-solving skills
- Full covid-19 vaccination status
- Current full Australian driver's license and a comprehensively insured, registered motor vehicle.
- Ability to travel to remote services, including time away from home.
- Current NT Working with Children Approval (NT Ochre Card) or ability to obtain one.

Desirable

- Applicants with previous Inclusion Professional experience will be highly regarded.
- Experience in community/stakeholder engagement and family support is highly regarded.

GENERAL CONDITIONS OF EMPLOYMENT

Conditions

- The ECA Enterprise Agreement sets out all applicable terms and conditions of your employment.
- The role is a full time (37.5 hours per week), fixed-term position.

- The position is based in Darwin, service area NT Northern Region.
- The duty statement and performance will be reviewed at the end of a 6-month probationary period and then annually.
- Early Childhood Australia is an equal opportunity employer and is committed to ensuring a safe environment for children and young people. We believe in the strength of an inclusive and diverse workforce. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander Communities, Culturally and Linguistically Diverse, the LGBTIQ + community and those with lived experience of disability are strongly encouraged to apply. The life experiences of our employees help us build strong relationships within our organisation and our clients and enables us to deliver services that benefit all members of our community.