



Early Childhood Australia

A voice for young children

Position Description

Title	Pathways and Development Coordinator: Education and Care
Classification and Level	Level 3
Section	Impact and Collaboration Team
Reporting to	Workforce Initiatives Manager
Delegation/Supervision	NA
Compliance Requirements	• Working with Vulnerable People (WWVP) • Current Police Check
Date Approved	7 November 2025

Early Childhood Australia has been a voice for young children since 1938. We are the peak early childhood advocacy organisation, acting in the interests of young children, their families and those in the early childhood field. ECA advocates to ensure quality, social justice and equity in all issues relating to the education and care of children aged birth to eight years.

Our vision: Every young child is thriving and learning.

Our role in achieving this vision is to be an effective advocate for young children and a champion for quality outcomes in early childhood education and care.

More information on our website: www.earlychildhood.org.au

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Position Purpose

The Pathways and Development Coordinator: Education and Care plays a key role within the ECA Tasmania Workforce Initiative, delivering the Workforce Development Scholarship Program. This position is responsible for building workforce capability through the administration and delivery of scholarships, including wraparound supports such as mentoring and coaching to help participants successfully complete qualifications and work confidently in the sector. The role also delivers relocation and retention incentives for educators in priority regions, while overseeing grant management administration, marketing, progress monitoring, reporting, and stakeholder engagement.

In addition, the Coordinator will actively contribute to sector capability-building by hosting networking events and facilitating communities of practice that strengthen participants confidence and foster collaboration. Working closely with the Workforce Connections Program team, this role builds relationships with education and care services, employment services, community organisations, and government stakeholders to co-design solutions, share best practice, and create opportunities for professional growth. Through these initiatives, the Coordinator plays a key role in shaping a sustainable, skilled workforce for Tasmania's education and care sector.

Reporting Structures

The Pathways and Development Coordinator: Education and Care will report to the Workforce Initiatives Manager.

Key Responsibilities

1. Project Coordination and Development

- 1.1. Establish and maintain effective systems and processes for managing scholarship applications, milestones, and ongoing administration.
- 1.2. Deliver and monitor a communications and promotion strategy in collaboration with the ECA Communications and Marketing team.
- 1.3. Identify and address delivery challenges, delays, or risks that may impact the success of the scholarship program.
- 1.4. Track progress and performance to ensure the program is delivered effectively and aligns with intended outcomes.

2. Wrap Around Support Delivery

- 2.1. Coordinate and implement mentoring and coaching strategies for scholarship recipients to help them become confident, high-quality educators.
- 2.2. Design and deliver initiatives that build recipients' skills and knowledge, including networking, professional learning opportunities and access to sector resources.
- 2.3. Actively engage with recipients to encourage continuous learning and career progression within the education and care sector.
- 2.4. Work with recipients and employers to identify barriers to participation and develop tailored solutions, including wellbeing and retention strategies.

3. Collaborative Projects and Other Activities

- 3.1. Provide assistance and support to the Workforce Connections Program working alongside the Connections team as is required.

4. Other duties as required

Selection Criteria

1. Demonstrated experience in mentoring, coaching, professional learning, and/or program coordination, ideally within the early childhood education and care sector.
2. Strong interpersonal and communication skills, with the ability to support and inspire early childhood educators to deliver high-quality teaching and learning.
3. Proven ability to manage program delivery, meet deadlines, monitor progress, report outcomes, and work collaboratively in a dynamic and evolving environment.
4. Working knowledge with the Office 365 suite including Word, Outlook, Excel and PowerPoint to support program administration and communication.
5. Commitment to reconciliation, diversity, and inclusion.

Desirable

- Experience with scholarships, qualifications training or workforce initiatives.
- Working knowledge of CRM systems, website content maintenance and social media.

General Conditions of Employment

- The ECA Enterprise Agreement sets out all applicable terms and conditions of your employment. As a registered charity ECA offers salary packaging options.
- The role is a full-time position, 37.5 hours per week.
- The role is based in Tasmania and will require travel across Tasmania.
- The duty statement and performance will be reviewed at the end of a 6-month probationary period and then annually.
- ECA recognise, appreciate and use the unique insights, perspectives and backgrounds of each ECA employee. As an equal opportunity employer, ECA strongly welcomes applications from Aboriginal and Torres Islanders peoples. ECA values diversity and seeks applications from people with a disability.
- Current Working with Children Clearance or the ability to obtain one.
- Current driver's license. If using personal car for ECA NT activity you are required to have comprehensive insurance cover.
- Applicants must be located in and have a genuine right to work in Australia