

## POSITION DESCRIPTION

<b>JOB TITLE</b>	Program Manager – Arts Bus
<b>EMPLOYMENT TYPE</b>	The position is permanent part-time – 18 hours per week (over 3 – 4 days) and hours are mostly after-school hours
<b>AWARD</b>	Social, Community, Home Care, and Disability Services Industry Award (SCHADS) 2010.
<b>SALARY</b>	<p>Classification for this position is SCHADS Award Level 3 - 5</p> <p>Hourly rate range:            Level 3 (pay point 1) <b>\$30.49</b> – Level 5 (pay point 3) <b>\$44.51</b>            Superannuation: 9.5%</p>
<b>LOCATION</b>	<p>Artists for Kids Culture is based in St Kilda, Victoria and the Arts Bus Program Manager would spend some administrative time there.</p> <p>However, bus activities would take place around inner Melbourne and rural Victoria.</p>
<b>REPORTING TO</b>	Artists for Kids Culture Board and Executive Officer
<b>MAIN OUTLINE OF THE POSITION</b>	<p>The primary purpose of this position is to facilitate our Arts Bus program, which was successfully trialled in 2019. The Program Manager would drive the Arts Bus to pre-arranged locations around city and country Victoria, offering activities to children experiencing hardship in the 5-15 year age group.</p> <p>The Program Manager would, in collaboration with AKC members, develop, manage and lead the Arts Bus program.</p> <p>The Program Manager would then be responsible for the day-to-day running of the Bus and implementing its program; managing and co-ordinating logistics and the calendar.</p> <p>The successful applicant would provide other duties, as specified by Artists for Kids Culture.</p>
<b>Key RESPONSIBILITIES</b>	<p>The Program Manager would be responsible for delivering the Arts Bus program and managing the relationship between councils, youth service providers and children; reporting on goals, milestones and budgets on a regular basis. They would also, in collaboration with key AKC members, develop a program that ensures that we offer high quality activities that meet the needs of the target audience (5-15 years).</p> <p>To achieve this, the Program Manager would:</p> <p><b>OVERSEE PROGRAM DEVELOPMENT – ARTS BUS</b></p> <ul style="list-style-type: none"> <li>• Work with Artists for Kids Culture to develop and facilitate the Arts Bus Program</li> <li>• Liaise with the Arts Bus working group to deliver a program that is</li> </ul>

	<p>relevant to the target audience and inclusive of the target audience</p> <ul style="list-style-type: none"> <li>• Provide referral support for young people if required</li> <li>• Behaviour management of children and young people attending the Arts Bus Program to ensure safety of all</li> <li>• Assist with booking activities and external facilitators</li> <li>• Develop art / activity schedule and facilitate each activity</li> <li>• Manage support staff and volunteers</li> <li>• Complete daily evaluations/reporting</li> </ul>
<b>Essential CRITERIA</b>	<ul style="list-style-type: none"> <li>• Creative skills, interests and abilities in all arts activities</li> <li>• Experience teaching art</li> <li>• Relevant Tertiary Qualifications</li> <li>• Minimum 3 years' experience working with children and young people</li> <li>• Experience managing a small team</li> <li>• Excellent written and verbal communication skills</li> <li>• Excellent organisational and time management skills</li> <li>• Commitment to Equal Employment Opportunity, Occupational Health and Safety and Cultural Diversity principles</li> <li>• Proven ability to plan, implement and evaluate age appropriate programs for children and young people</li> <li>• Understanding of child protection principals</li> <li>• Current Victorian Driver Licence</li> <li>• Current Working with Children Check</li> <li>• Current Police Check</li> <li>• First Aid Certification</li> </ul>
<b>Desirable CRITERIA</b>	<ul style="list-style-type: none"> <li>• Basic counselling skills</li> <li>• An ability to engage with children and young people with trauma history and complex social and emotional needs</li> <li>• Experience working in the community services sector</li> </ul>
<b>VALUES, CODE OF CONDUCT and BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>• Comply with the stated Values of Artists for Kids Culture</li> <li>• Comply with the Artists for Kids Culture Code of Conduct</li> <li>• Comply with privacy protocols and requirements</li> </ul>
<b>POLICIES AND PROCEDURES</b>	<ul style="list-style-type: none"> <li>• Understand, comply with and follow all Artists for Kids Culture Policies and Procedures</li> <li>• Participate in annual performance development and reviews</li> </ul>



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