Position Available at Warehouse Circus!

Project Coordinator and Class Coordinator - Spin Out Program

Applications Close Friday 7th of September, 2018

Warehouse Circus is recruiting for an additional Project Coordinator to join our team. It is an exciting time at Warehouse Circus. We've experienced continued growth for the last seven years in all areas and are about to embark on a new strategic planning cycle. Two of the main areas in which we are growing rapidly is providing circus as therapy classes for people with multiple and complex disabilities (Spin Out Program) and early intervention programs for youth at risk (Jump Start). The successful applicant will support the administration and delivery of our existing social circus and circus as therapy programs and respond to new opportunities for growth in these areas. The successful applicant will also be trained in circus as therapy to co-deliver our Spin Out program.

The ideal applicant would have project management and administration experience and have strong written and verbal communication skills. Prior experience in writing project proposals/grant applications and stakeholder engagement would be highly regarded.

The right person will be eager to learn the practical side of delivery of circus as therapy and over time, become a lead trainer on our Spin Out program for people with complex disabilities. While prior experience in circus training would be well regarded, this role presents an opportunity for someone with experience in the disability sector (ie. carers, support workers, Occupational Therapy experience etc.) to apply their practical knowledge and transition into a career of circus arts training for people with disabilities coupled with an administrative role coordinating these projects.

On the job training will be provided in all practical aspects of this role. The role will begin as approximately 15 hours per week, casual, with up to 30 hours required during peak times. Specific days/hours are flexible in line with program needs. We expect this role to grow in hours in the medium term as we have confirmed project funding for the growth of our Spin Out program as well as several new opportunities for additional community outreach programming in the near future. For the right applicant there is room to build into a permanent role.

To apply please complete the online form here including attaching your CV and Cover letter addressing your suitability for this role.

Starting Hours: Casual 15 – 30 hours per week

Wages: $31.40 per hour (incl. casual loading, plus Super)

Position Description: Project Coordinator

Job Purpose:
It is the Project Coordinator's responsibility to coordinate projects under the guidance of the Strategic Leadership Team, always in alignment with the organisation's mission, vision and values. The Project Coordinator will be the primary point of contact for specific projects developed by Warehouse Circus. This role will also be responsible for program delivery in our Spin Out program (see 'Class Coordinator – Spin Out Program' Position Description on page 4).

Location:
Warehouse Circus Office, Chifley Health and Wellbeing Hub, 4/70 Maclaurin Crescent, Chifley ACT

Reports to:
Strategic Leadership Team

Direct Reports:
None

Shadow Role:
The Project Coordinator will be required to carry out the functions of other Project Coordinators at times when they are unable to do so due to absence.

Key Responsibilities and Accountabilities

1. PROJECT COORDINATION and ADMINISTRATION
The Project Coordinator will be responsible for carrying out the administrative tasks associated with various projects, including but not limited to:

- Fostering community partnerships and maintaining good communications with project stakeholders including delivery partners, funders, schools and families accessing our services.
- Participating in project planning and development
- Obtaining funding for projects including writing project funding applications and sponsorship proposals
- Facilitating evaluation of projects including data collection and review
- Communicating with other members of the Operational Leadership Team to coordinate logistics and adequate HR resourcing for projects
- Maintaining an up-to-date contact lists for project stakeholders
- Providing up-to-date information about projects to the Marketing Impact Manager including for the Warehouse Circus website, social media and media releases

- Providing reports to the Strategic Leadership Team as required including statistical information and project successes to be included in the Annual Report.
- Completing funding acquittals

2. LEADERSHIP

The Project Coordinator will:

- Display leadership qualities with an obvious commitment to community engagement and social circus values and artistic excellence
- Lead the coordination of projects as part of the Warehouse Circus artistic program
- Meet all project deadlines
- Represent the organisation as the point of contact for specific projects
- Coordinate staff, volunteers and contractors where necessary to carry out aspects of projects

3. OTHER

The Project Coordinator will perform other tasks as directed by the Business Operations Manager in support of the Warehouse Circus Business Plan

Position Description: Class Coordinator - Spin Out Program

Job Purpose:
It is the Class Coordinator's responsibility to facilitate Warehouse Circus programs and contribute to the smooth running of any Warehouse Circus activities.

Location:
Warehouse Circus Training Spaces, Chifley Health and Wellbeing Hub, 4/70 Maclaurin Crescent, Chifley, ACT

Reports to:
Strategic Team via the Training Director

Direct Reports:
None

Key Responsibilities and Accountabilities

1. LEADERSHIP
A Class Coordinator will provide leadership and direction to other trainers and participants inside and outside of classes including but not restricted to:

- Providing mentoring and training to trainee trainers, assistant trainers and new staff members
- Setting a good example to other staff, participants and the wider community through appropriate behaviour and conduct
- Informing all new staff and participants of our fire safety procedures

2. TRAINING
Devise and carry out training for the Warehouse Circus Spin Out program for people with multiple and complex disabilities including:

- Working with our Partner Occupational Therapist to set and track individualised goals for participants
- Creating class and term plans with other Class Coordinators on the program
- Developing strategies and modifying activities delivered to cater for participant's individual needs
- Reporting back on outcomes of individual participants

3. SAFETY
Work to ensure the safety and wellbeing of all participants and trainers in all training sessions for which you are responsible by:

- Following the Warehouse Circus Inc. Policy and Procedures Guidelines and Risk Management Framework at all times
- Reading all participant enrolment documents upon receipt and becoming familiar with any special needs of participants and how to meet such needs
- Being aware of all emergency, fire safety and WH&S procedures

- Ensuring quick access to first aid materials at all workshops and events

5. ADMINISTRATION:
Assist in administrative procedures including but not restricted to:

- The facilitation of the enrolment process (ie. ensuring member registration forms are completed participants)
- The taking of class rolls
- The provision of information to parents and participants regarding classes and performances
- Arrival at all programs and workshops before the beginning of each class with adequate time for class preparation and administration and to ensure you are ready to begin the class on time

6. OTHER
Other tasks as directed by the Strategic or Operational team in support of the Warehouse Circus Business Plan