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Position Available at Warehouse Circus Inc! Project Coordinator / Class Coordinator

Applications close: **16th of August 2020 at 5pm**

Warehouse Circus Inc is recruiting for a joint Admin/Circus Trainer role! It's an exciting time to join [Warehouse Circus Inc.](http://WarehouseCircusInc.com), with lots of [different programs and partnerships underway](#). We have recently received a 2-year funding block to develop new partnerships to support at-risk and disadvantaged youth in and around Canberra. The main target groups being Aboriginal and Torres Strait Islanders as well as youth in the flexible education system and the youth detention center.

The successful applicant will lead the administration and delivery of this new funding opportunity, as well as help support our existing social circus and circus as therapy programs (see our website for more info on all our classes). They will need to liaise with current community partners to build the planned programs, as well do on the floor training for a range of circus classes. The successful applicant will be trained up to help deliver our Spin Out program as well as receive any support needed in developing community engagement knowledge and skills.

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, as would experience working alongside the target demographics in a similar industry. Knowledge of the alternative education system, youth detention or Aboriginal and Torres Strait Island culture and modern practice would be an advantage.

While prior experience in contemporary circus will be well regarded, this role represents the opportunity for someone with prior experience in the disability sector, community services, or community arts to develop themselves in an administration role in a growing and vibrant culture of the Contemporary Circus world. The position will be working alongside an existing Project Coordinator, as well as working closely with Warehouse Circus' Artistic Director and Programs Coordinator.

On the job training will be provided in all practical aspects of this role. It will begin with 15 hours a week administration load, as well as a possible training load of up to 15 hours (This will depend on your experience as a Circus trainer and will scale with your ability to take on different classes). Specific days/hours are flexible in line with program operational needs. We expect this role to grow in the medium term as we have confirmed project funding for the growth of several new and existing opportunities for community outreach programming in the future. For the right applicant there is room to build into a permanent full-time roll.

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

Starting Hours: Part Time, two-year contract at 15 – 30 hours per week with the potential to renew after.

Wages: \$26.23 per hour (incl. loading, Super, sick leave and TIL)

Our supporters



Position Description: Project Coordinator**(15hrs a week Admin)****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 Inc. This role will also be responsible for delivery of our Driving Social Inclusion: Circus Where You Are program (see 'Class Coordinator – Spin Out Program' Position Description on page 4).

Location:

Warehouse Circus Inc 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
- Managing the project budget in collaboration with the finance manager

2. LEADERSHIP

The Project Coordinator will:

- Display leadership qualities with an obvious commitment to community engagement and social circus values and artistic excellence. Have a particular interest in disadvantaged communities and strength-based practice community development.
- 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 in collaboration with the staffing coordinator

3. OTHER

The Project Coordinator will perform other tasks as directed by the Business Operations Manager in support of the Warehouse Circus Business Plan as required. They must hold or be able to attain a WWVP card

Position Description: Class Coordinator

(Up to 15hrs a week Coaching/Training)

Job Purpose:

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

Location:

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

Reports to:

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.