



POSITION DESCRIPTION

PROGRAM COORDINATOR

About The Wyatt Trust

The Wyatt Trust (Wyatt) is one of Australia's oldest philanthropic trusts, originating from the assets of the estate of Dr William Wyatt (1805-86). With a role supporting South Australians experiencing financial hardship, and a vision to challenge inequality and eradicate poverty, Wyatt provides financial support via grants direct to individuals or via partner organisations. More information can be found at www.wyatt.org.au.

Purpose of the Position

Initially reporting to the Data, Insights and Learning Lead the Program Coordinator is responsible for providing coordination of a new network of Linker roles that sit in community organisations and are funded by Wyatt. The role has a focus on:

- Supporting and engaging with Linkers to collect learning and develop processes to continually improve and adapt the model as a result
- Working with the evaluation and co-design teams to ensure both are supported and resourced

Key Definitions

When we refer to the following, this is what we mean:

Co-design team: Women over the age of 50, sole parents or sole carers with lived experience of financial hardship who work with Wyatt in the design and evaluation of the program

Evaluation: The process of determining the impact of the program, conducted by an external organisation

Linker: Non-Wyatt staff members who are delivering a service funded by Wyatt. These are newly developed roles that are being trialled in a way that allows for continuous improvement.

Key Responsibilities

The key responsibilities of the position include:

- Support and engagement of Linkers
- Support of evaluation and co-design teams
- Communications and process documentation.

Support and engagement of Linkers

- Develop a network for Linkers, that provides the opportunity to share, learn and improve as the roles develop
- Facilitate information sharing in a way that progresses learning and development opportunities for Linkers and intentional adaption of their roles and the broader program
- Build relationships with service providers and stakeholders that assist Linkers to deliver in their roles
- Collaborate with community organisations who are employing Linkers to support the development of the Program

Support of evaluation and co-design teams

- Being the point of contact for both the evaluation and co-design teams
- Collecting information relevant to the evaluation
- Adequately supporting the co-design team to participate in the work as required, including processing payments and out of pocket expenses.

Communications and process documentation

- Service promotion and communications
- As a new program, processes will need to be developed and recorded that benefit all Linkers and their organisations.

Other Duties Relevant to the Position

- Duties and responsibilities listed in this description should not be considered definitive. Duties may be added, deleted, or modified in consultation with the incumbent as necessary. Job descriptions and staff performances will be reviewed regularly
- Availability outside of business hours may be required on occasion.

Key Selection Criteria

Skills and Experience

- Relevant experience or qualification in program development, education or social services
- Experience in group facilitation and coaching would be highly desirable
- Experience working in community organisations would be highly desirable
- Experience of co-design and prototyping would be highly desirable.

Personal Qualities

- Demonstrated very high level of written and verbal communication skills
- Excited by innovation and new program development and the ability to be adaptable and lead adaptation
- Alignment with Wyatt values.

Other

- Working with Vulnerable People and National Criminal History Clearances.