SANE We're people like you.

POSITION DESCRIPTION

POSITION

Role:	Groups Program Coordinator
Position Number:	N/A
Business Unit/Branch:	Program and Services
Location:	Melbourne/ Sydney
Employment type:	Part Time – 3 days per week
Classification:	SCHADS Level 3
Length of term:	June 2023
Position reports to:	Head of Programs and Services
Number of reports	Nil
Company overview:	SANE Australia is the leading organisation making a real difference for the five million people affected by complex mental health issues nationally. Australians affected by complex mental health issues – such as schizophrenia, bipolar disorder, complex trauma, and severe depression and anxiety – experience major barriers in accessing quality, affordable support, and face high levels of stigma and discrimination. SANE is committed to changing this reality through its digital and phone counselling, peer support services, arts programming and services, and advocacy and research programs.
Position contact:	Name: Laura Prerau-Lorking Email: Laura.prerau-lorking@sane.org

POSITION PURPOSE

As the Groups Program Coordinator, you will oversee Groups Program administration to ensure successful delivery of the online programs.

The Groups Program Coordinator role reports to the Head of Programs and Services and is a critical member of our Program and Services Team!

In this role you will:

- Be key to the logistics management of all Groups administration
- Effective management of participant attendance
- Effective management of participant communication
- Effective management of communication with internal Service Delivery staff.

KEY FUNCTIONS INCLUDE:

o　　Work with the Groups Program Advisor to support program objectives

o　　Supporting the administration and running of current webinar groups (Starting with Self-Care & Getting Crafty and the Studio DAX Programs) and future webinar groups

o　　Co-ordinate the Art Groups which are in current development, including scheduling the weekly groups, managing all correspondence with facilitators and peer workers, capturing intake, enrolment, and feedback from participants

o　　Co-ordinate and support facilitators to deliver groups online (includes supporting development of content)

o　　Liaise with peer workers delivering support roles in groups ensuring they are aware of their roles and that any key information from group sessions is appropriately recorded

o　　Liaise with Team Lead-Groups on peer moderator needs, gathering feedback, any needs from the frontline peer navigators regarding group programs

o　　Maintain and update the operational manual and other documents and resources as required.

o　　Procure program supplies, coordinate, and manage the distribution of art supplies

o　　Ensure all program policies are adhered to by facilitators and participants

o　　Ensure all activities related to monitoring and evaluation are carried out – including regular monitoring and reporting of data related to Groups Program

ESSENTIAL REQUIREMENTS

Skills & Expertise

o　　Strong organisational and Time Management skills that reflect the ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail

o　　Forward looking thinker who actively seeks opportunities to improve processes, shows initiative and proposes solutions.

o　　Process oriented, self-disciplined, and adept at keeping things running smoothly across multiple areas, with a variety of stakeholders

o　　Ability to communicate effectively, including writing skills and working in a digital environment.

o　　Experience in co-ordinating similar activities.

o　　Ability to be agile and flexible within the multi tasks of the role.

o　　Working with Peer Moderators and Peer Workforce.

Qualification and Experience

o　　Tertiary qualification in relevant area – arts and/or mental health will be highly valued

o　　Experience or confidence in facilitating live interactive groups (you may need to step in if a facilitator cannot make a session, you will be supported in the content you deliver)

- o Demonstrated strong analytical skills, commercial and business acumen
- o Strong written communication skills, with demonstrated documentation experience
- o Experience working on large scale business and technology programs of work with multiple concurrent streams

PRE-EMPLOYMENT CHECKS

All appointments to SANE are subject to reference checks, criminal record checks, Working with Children Check, and a double-vaccination requirement. You may also require a NDIS Worker Screening Check.

Date PD Adopted:	August 2022
PD Review Date:	August 2024