

**Homework Club Coordinator
Position Description
May 2026**

Title:	Homework Club Coordinator
Classification:	Djerriwarrh Coordinator Level A to D (According to award)
Salary:	\$83,021.92 to \$88,490.66 pro rata plus superannuation of 12% per annum for a full time position (According to Djerriwarrh's internal scale). Staff also have the ability to access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.
Status:	Part time (0.4), fixed term until 23 December 2027
Award:	Labour Market Assistance Industry Award 2020

ORGANISATIONAL CONTEXT

Djerriwarrh Community & Education Services (Djerriwarrh) is a highly regarded not for profit charitable organisation which has been delivering high quality education, training, employment and youth programs in the western suburbs of Melbourne since 1989. Djerriwarrh's purpose is 'to support people and communities to learn, connect and grow'. Djerriwarrh works in partnership with the community, other community based organisations, participants/clients and local, state and federal governments.

Education and training services including:

- Adult Community & Further Education (Learn Local provider)
- Vocational Education and Training (VET)
- Government (State and Federal) contracted training (Skills First)
- Skills for Education and Employment (SEE) and the Adult Migrant English Program (AMEP) trading as Learning for Employment
- Literacy and Numeracy services
- Djerriwarrh Community College
- Djerriwarrh Neighbourhood House
- Melton Suburban University Study Hub

Youth services including:

- TAC L2P Learner Driver Program
- Better Futures
- Reconnect
- Homework Club

Employment services including:

- Parent Pathways

DJERRIWARRH'S VALUES

Caring – we provide a safe and welcoming environment for all.

Respectful – we treat all people fairly and equally.

Inclusive – we are welcoming and put people first.

Adaptable – we respond to individual and community needs in a creative and flexible way.

Accountable – we take responsibility for our decisions and follow through on our commitments.

Djerriwarrh is committed to quality, innovation and promoting a culture of continuous improvement in its governance, management and service delivery.

Djerriwarrh is committed to child safety and all staff, volunteers and board members have a responsibility to prevent child abuse and respond appropriately to allegations.

All Djerriwarrh employees have a shared responsibility to identify and manage risks particularly those associated with children and young people attending the workplace.

Djerriwarrh is committed to providing a safe and inclusive environment for all children and young people from all cultures including from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds, gender and sexually diverse people and people with a disability.

DJERRIWARRH'S QUALITY MANAGEMENT SYSTEM (QMS)

All staff contribute to Djerriwarrh's Quality Management System (QMS), which is aligned with ISO 9001:2015 and supports the delivery of high-quality services across all programs. Each employee is responsible for understanding and fulfilling their role in maintaining and improving quality standards, complying with relevant policies and procedures, and actively participating in continuous improvement initiatives. This shared responsibility ensures that the QMS remains effective, responsive, and aligned with the organisation's strategic goals.

POSITION OBJECTIVES

The Homework Club provides a safe and supportive out-of-school learning environment where primary and secondary students can participate in educational activities to learn, connect and grow.

The Homework Club works in collaboration with local services, schools and Djerriwarrh programs to:

- Support local students from African backgrounds to have a strong sense of belonging, connection and inclusion.
- Improve academic performance and engagement of the young people, including literacy, numeracy and communication skills.
- Build and foster positive relationships for students, parents and communities, to help build young people's confidence and helping them become more socially and academically engaged in their education

The Homework Club is based at Djerriwarrh Community & Education Services in Station Road, Melton and is available to all students in Prep to Year 12 from African communities in Melton and surrounding areas. The program operates on Wednesdays and Thursdays from 3:30pm to 5:30pm. On Wednesdays, students from Year 7 to Year 12 attend the Homework Club and on Thursday's students from Prep to Year 6 attend.

The paid staffing for this program includes a Coordinator, Homework Club Assistants and Volunteer Tutors, and is supported by the Neighbourhood House Coordinator.

The Coordinator role is required for a minimum of 15 hours per week, including Wednesday and Thursday from 9.30am – 5.30pm to assist in the program delivery of the HWC sessions.

Djerriwarrh is able to offer this position due to funding provided by the Department of Education through the Victorian African Communities Action Plan and is funded until December 2027.

PROGRAM SPECIFIC DUTIES & RESPONSIBILITIES

- Coordinate and deliver the Homework Club Program in line with the Victorian African Community Action Plan (VACAP) Homework Club guidelines and agreed funding Project Plan deliverables.
- Plan and deliver the Homework Club activities two days per week across the school terms, including school holiday incursions and excursions.
- Supervise and support the Homework Club Assistants and volunteer Tutors to deliver the Homework Club group tasks and activities.
- Provide a safe and culturally respectful learning environment for students that focus on activities to improve their literacy, numeracy and communication skills.
- Prepare study materials and lesson plans to ensure the program is adequately resourced, including the use of quality teaching resources and learning aids.
- Foster partnerships with local schools and support agencies to provide strategies in supporting students and strengthening local opportunities and engagement.
- Engage with parents and families of students to assess student performance, provide feedback and encourage attendance.
- Evaluate the effectiveness of the programs and activities to ensure quality and diversity in activities and programs that meet the cohort needs.
- Ensure that reports for funding bodies are prepared and submitted in a timely fashion.
- Implement and monitor policy and procedures relevant to program development, delivery and administration.
- Maintain records of students enrolled in the program and weekly attendance, and other statistics required for funding purposes.
- Oversee the day-to-day expenditure of the HWC Grant and monitor and review the Profit and Loss statements in consultation with the Neighbourhood House Coordinator (or delegate).
- Coordinate the recruitment, induction, training, supervision and ongoing support of HWC Assistants and volunteers, as per Djerriwarrh recruitment and screening policies.
- Commit to providing a safe and inclusive environment for all children and young people from all cultures, linguistically diverse backgrounds and those with a disability.
- Adhere to Child Safe Standards and report any concerns to the Neighbourhood House Coordinator or higher management.
- Complete all necessary Child Safe Standards training and/or other organisational training that may be required.
- Ensure all HWC Assistants and volunteers complete all necessary Child Safe Standards training and/or other organisational training that may be required.
- Ensure WHS policies and procedures are adhered to, and undertake program risk assessments.

CONDITIONS OF EMPLOYMENT

The Homework Club Coordinator is a part time, fixed term position of 15 hours, across Wednesday and Thursdays until 23 December 2027.

Remuneration falls under the Labour Market Assistance Industry Award. Salary is within the range of \$83,021.92 - \$88,490.66 pro rata plus superannuation. This position may access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains the PBI status.

The starting salary is dependent on relevant qualifications and experience. A probation period of 6 months applies to this position.

Confirmation of employment

Confirmation of employment with Djerriwarrh is subject to the provision of:

- Satisfactory outcome of Nationally Coordinated Criminal History Check (NCCHC) and Working with Children Check. A Working with Children Check is the responsibility of the employee.
- A valid Australian visa with work rights (if applicable).

Workplace Health and Safety (WHS)

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to WHS representatives, coordinators and/or managers.
- Comply with WHS policies and procedures and to follow directions given by coordinators, managers or any WHS and Emergency Response Team representatives in relation to safe work practices.
- Comply with all current government and health expert advice, and requirements.

Site flexibility

Staff may be required to work at any of the Djerriwarrh sites including outreach sites. Djerriwarrh's head office is based in Melton with other sites in Sunshine and Ballarat.

Drivers licence

A current driver's licence is desirable.

Pre-existing injury

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be adversely affected by employment in this position. This will assist Djerriwarrh in providing a safe work environment for new staff.

KEY SELECTION CRITERIA

Mandatory:

- KSC 1: Demonstrated experience in Homework Club activity management including planning, implementation and evaluation or experience in the delivery of education support and/or tutoring to young people from African and/or multicultural backgrounds.
- KSC 2: Experience in supervising staff and working with volunteers.
- KSC 3: High level of verbal and written communication skills including the ability to effectively communicate with people from diverse backgrounds and understanding of issues facing newly arrived migrants especially primary school aged children in these circumstances.
- KSC 4: Well-developed organisational and time management skills and demonstrated capacity to manage daily organisation of programs, plus an ability to work as part of a team.
- KSC 5: Experience in writing reports for government departments.
- KSC 6: Experience in evaluating community-based programs to inform ongoing improvement.
- KSC 7: Ability to work professionally with children and commit to Child Safe Standards.

QUALIFICATIONS/SPECIAL REQUIREMENTS

- Relevant qualification in Education, Education Support, Social/Youth Work or Early Childhood Education and Care (or working towards).
- Teaching or training qualification highly desirable.

REPORTS TO

Neighbourhood House Coordinator (or delegate)

SUPERVISES

Homework Club Assistants and Volunteer Homework Club Tutors

IMPORTANT NOTES:

- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds, gender and sexually diverse people and people with a disability.
- Services comply with the provision of relevant Commonwealth, State or local government legislation, which has direct or indirect implications for the service.
- Services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
 - ▶ *Racial Discrimination Act 1975*
 - ▶ *Sex Discrimination Act 1984*
 - ▶ *Disability Discrimination Act 1992*
 - ▶ *Disability Act 2006*
 - ▶ *Equal Opportunity Act 2010*
 - ▶ *Charter of Human Rights and Responsibilities Act 2006*
- Services are conducted in compliance with relevant sections of the:
 - ▶ *Privacy Act 1988*
 - ▶ *Freedom of Information Act 1982*
- Djerriwarrh is a child safe organisation and complies with:
 - ▶ *Child Wellbeing and Safety Act 2005*
 - ▶ *Worker Screening Act 2020*
- Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.
- Djerriwarrh has in place an information security management system. All staff are required to comply with the relevant policies and procedures to protect the integrity and security of any information created or collected for the purposes of delivering our services and programs.

Declaration

My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.

Employee	Name:	Signature:	___/___/___
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Manager	Name:	Signature:	___/___/___
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