

## Area Coordinator – Campaspe Shire Areas Permanent Part Time



### About Us:

Bambini are a large, established provider of family day care and in home care services. Our experienced, friendly, and professional team take pride in delivering an exceeding rated service to family day care educators and families throughout Victoria.

We are a child safe organisation that promotes the safety, wellbeing, and inclusion of all children, including those from Aboriginal or Torres Strait backgrounds, culturally and/or linguistically diverse backgrounds and those with a disability.

### About the Position:

We are on the hunt for an experienced, motivated, and passionate early childhood professional to join our FDC service in an area coordinator role. This is a unique opportunity to work in a leadership position, providing support and mentoring to our family day care educators.

This role is a permanent part time position, approximately 10 hours a week.

Successful applicants will live in the Echuca/Kyabram or surrounding area as their core role will be providing regular support visits to Family Day Care Educators residing in this area. This is an on the field position.

This is an exciting opportunity for someone looking for a leadership role in a well-established exceeding rated service that includes,

- ✓ Developing respectful and professional relationships with team members, educators, families, and community members.
- ✓ Working both independently and collaboratively with the Bambini team
- ✓ Having excellent written and verbal communication skills
- ✓ Working confidently with technology
- ✓ Supporting, mentoring, and guiding educators in program and practice with a focus on the NQS
- ✓ Actively participating in team meetings and committing to a culture of ongoing professional learning.
- ✓ Maintaining comprehensive and timely documentation, ensuring compliance with the National Quality Standards and Education and Care Services National regulations
- ✓ Collaborating with the educational leader to plan and deliver pop up playgroups, educator meetings and other events.
- ✓ Being open to feedback and engaging in regular reflective practices
- ✓ Having a positive can-do attitude.

**About You:**

- ✓ Minimum Diploma in Children's Services
- ✓ Family Day Care experience (highly regarded but not essential)
- ✓ Current driver's license/full access to a car
- ✓ Current Working with Children Check
- ✓ National Police check, completed within the last 6 months.
- ✓ Current First Aid (HLTAID012) includes current CPR and EpiPen

You will be a motivated and passionate early childhood professional who is looking to work in a friendly and supportive team, have excellent organisation and time management skills.

You will have strong knowledge and understanding of National Quality Framework, Early Years Learning Framework, My Time Our Place, National Regulations and Law, and National Quality Standards and enjoy mentoring and supporting others.

You enjoy a fast paced/professional environment that entails working both independently, respectfully, and collaboratively with a team, and enjoy working in a diverse and changing landscape.

**Benefits:**

- ✓ Great office facilities/location for team meetings
- ✓ Friendly and supportive team
- ✓ Fully funded professional development and networking opportunities
- ✓ Project management opportunities
- ✓ Above award wages
- ✓ Staff appreciation and recognition focused company

To apply, please send your current CV to [enquiries@bambini.com.au](mailto:enquiries@bambini.com.au) and ensure you include a cover letter with your application.