

ROLE PROFILE

Job Title:	Early Childhood Coordinator	Job Category:	Early Childhood Services
Reports To:	General Manager - Early Childhood Services	Direct Reports:	Service Directors
Location:	Head Office	Qualifications:	Tertiary qualifications or equivalent experience in a relevant field.
About us			
ECTARC is a not-for-profit, community-owned organisation delivering exceptional early childhood services and nationally recognised training across Australia. We are committed to creating optimum work environments for our people, so they can thrive while delivering high-quality programs to children, families, and communities. For over 40 years, we have supported children, families, and educators in the Illawarra and Shoalhaven regions of NSW through our network of long day care, occasional care, and multipurpose facilities. Our services are well-resourced, welcoming, and designed to foster positive relationships, collaboration, cultural understanding, and respect. Each service is encouraged to be individual, inspiring, innovative, and resourceful. Since 1998, our nationally respected Registered Training Organisation has delivered flexible programs that build confidence, capability, and real-world skills helping people grow their careers and strengthen the early childhood workforce. With deep expertise, practical experience, and a passion for excellence, ECTARC leads the way in early childhood services and training creating opportunities and stronger communities for the future.			
Our Values			
❖ Collaboration ❖ Respect ❖ Innovation ❖ Excellence ❖ Integrity			
Position purpose			

The Early Childhood Coordinator (ECC) is a collaborative member of the ECS Leadership team. The ECC works closely with the General Manager – Early Childhood Services (GM-ECS), to lead, support and guide service teams to achieve our strategic priorities. With a strong focus of ensuring services meet all legal, regulatory, ethical requirements and best practice, this role will be active across ECTARC services to support the delivery of optimum environments for children, families and staff. The Early Childhood Coordinator has strong communication skills and role models the organisation’s values and leadership behaviours in all interactions.

Key Responsibilities

- Support the implementation of strategic and operational goals across early childhood education and care services.
- Assist Service Directors/Nominated Supervisors in delivering high-quality, compliant services.
- Monitor and support compliance with relevant regulatory, funding, and quality standards.
- Contribute to continuous improvement initiatives, service development, and innovative practices.
- Support effective resource use to maintain sustainable and efficient service delivery.
- Promote workforce capability by supporting training, coaching, and day-to-day performance guidance.
- Encourage a positive team culture aligned with ECTARC’s values and objectives
- Liaise with internal teams and external stakeholders to promote service quality and positive community outcomes.

Accountability	Descriptor	Measure
Strategic Leadership	- Support the implementation and review of the organisational Strategic Plan by contributing operational insights and feedback. - Align local or service-level action plans with organisational goals, targets, and priorities. - Support the implementation of change initiatives that enhance innovation, agility, and continuous improvement at the service level. - Contribute to the monitoring and reporting of business and project plan delivery to support strategic oversight. - Maintain accurate local reporting systems to ensure transparency, compliance, and governance.	- Coordinator activities align with strategic priorities and support plan execution. - Service or team action plans are implemented effectively and contribute to broader organisational goals. - Coordinated change efforts result in measurable improvements in service quality or efficiency. - Timely and accurate updates are provided to leadership, supporting informed decision-making.

	- Communicate regularly with team members to promote understanding of how their work supports strategic objectives.	- Reporting processes are reliable, meet deadlines, and support accountability requirements. - Staff demonstrate awareness of strategic priorities and align their efforts accordingly.
Services Management	- Support and guide the implementation of quality practices that reflect elements of an “Exceeding” NQS rating across services. - Promote a culture of collaboration, reflective practice, and continuous improvement across all services. - Support consistent professional practice aligned with the ECA Code of Ethics and Child Safe Standards. - Assist services in applying efficient and impactful workplace practices and processes. - Facilitate regular mentoring and reflective sessions with Service Directors to support leadership and service quality. - Ensure service practices are aligned with ECTARC’s goals and strategic directions. - Support implementation of initiatives that enhance team engagement and service leadership - Assist in the development and implement a targeted support program for Service Directors to build accountability for Service Management - Hold regular supervision meetings with Service Directors to support performance and planning.	- Services show evidence of continuous improvement and quality practice aligned with NQS. - Teams engage in shared planning and quality discussions; QIPs are regularly updated. - Practices reflect ethical standards and child safety requirements. - Improvements in workflow and practice are evident and aligned with goals. - Service Directors report increased confidence and clarity in leadership practices. - Service goals and priorities align with organisational plans. - Engagement indicators (e.g., survey results) show improvement in service leadership. - Leadership support is provided through structured and responsive development opportunities. - Feedback and planning discussions are scheduled, documented, and acted upon.
People & Culture	- Support the implementation of the annual People@Work Plan in collaboration with HR, focusing on building a capable, engaged, and values-aligned workforce.	- Contributes to People@Work Plan initiatives that enhance workforce capability, engagement, and alignment with values.

	- Work with HR to ensure consistent recruitment, onboarding, and performance processes across services. - Support leadership and team capability by participating in mentoring, coaching, and local development initiatives. - Promote clear role expectations and foster a culture of accountability and real-time performance conversations. - Assist with people-related matters, including staff concerns or low-level grievances, in consultation with HR. - Promote engagement and staff wellbeing through communication, initiatives, and action on survey feedback. - Collaborate with HR to embed proactive WHS practices and ensure compliance across service sites. - Build and maintain respectful, inclusive, and professional relationships that support wellbeing, engagement, and belonging.	- Recruitment and onboarding processes are consistently applied and support successful integration of new staff. - Coordinators and Service Directors report improved confidence and skills; participation in development activities is evident. - Staff understand their roles, and regular feedback supports continuous improvement. - People issues are managed early and appropriately, with HR-supported outcomes. - Positive staff feedback on workplace culture and visible action from engagement results - WHS practices are followed consistently and contribute to safe environments. - Staff feel supported and valued; inclusive culture is demonstrated in practice.
Risk, Compliance and Quality Management	- Support the implementation of risk management systems within early childhood services, ensuring effective identification and reporting of risks. - Ensure service compliance with relevant regulations, including National Law, National Regulations, and WHS requirements. - Support quality assurance processes including Assessment & Rating preparation, continuous improvement planning, and gathering of family feedback. - Monitor incident reporting, child safety practices, and escalation procedures to uphold a strong safety culture.	- Risks are identified and reported promptly; mitigation actions are implemented. - Services operate within regulatory compliance; audits or assessments confirm adherence. - Services demonstrate readiness for A&R; QIP updates are timely and informed by feedback. - Incidents are reported, reviewed, and addressed appropriately; child safety remains a visible priority.

Financial and Resource Management	- Support the monitoring of service-level budgets, resource use, and financial performance. - Assist Service Directors and teams to understand financial processes, budgets, and cost controls. - Promote efficient and effective resource use to sustain service quality and financial viability. - Contribute to accurate financial forecasting, reporting, and compliance with funding requirements. - Collaborate with relevant managers and finance to support the development of budgets and resource planning.	- Budget variances are identified early and addressed in collaboration with managers. - Service Directors improve financial literacy; budget decisions are informed and responsible. - Resources are used appropriately and within budget constraints. - Financial data is accurate and supports reporting and compliance. - Budgets are developed collaboratively and reflect operational needs.
General Organisation Contribution	- Actively participate in cross-organisational initiatives, working groups, and project teams to support strategic goals and a positive organisational culture. - Contribute to the continuous improvement of organisational systems, processes, and practices beyond direct operational responsibilities. - Support and promote initiatives that encourage innovation, collaboration, and continuous improvement across ECTARC. - Represent ECTARC professionally in internal and external forums, meetings, and stakeholder events as required. - Demonstrate values-based leadership and conduct in all activities, decisions, and communications - Promote awareness of the importance of confidentiality, quality practice, and professional reputation. - Develop and maintain respectful, supportive relationships with colleagues, children, families, students, and stakeholders. - Advocate for the rights and wellbeing of young children, families, and the value of early childhood education and training. - Model and promote a proactive approach to workplace health and safety, supporting safe and compliant practices	- Engages constructively in organisational activities beyond own service; contributes to shared goals. - Suggestions and actions lead to improvements that benefit the broader organisation. - Demonstrates active support for new ideas and organisational priorities. - Demonstrates commitment to safety, professionalism, and positive workplace culture. -