

## Social Inclusion and Experiential Learning - Program Coordinator

### Position Details

<b>Position Title:</b>	Social Inclusion and Experiential Learning Program Coordinator
<b>Reports to (position title):</b>	Social Inclusion and Experiential Learning Program Director
<b>Position Supervises:</b>	Yes
<b>Organisation:</b>	BlendED by Saints College
<b>Contract tenure:</b>	Fixed term until 11 July 2027
<b>FTE:</b>	Fulltime (1.0)
<b>Expected level of contact with children:</b> <i>(In accordance with Child Safeguarding Standards Framework)</i>	Direct contact
<b>Location:</b>	Various Locations
<b>Approved:</b>	August 2025

**Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply**

### About Us

#### Our Organisation

Saints College provides a safe, inclusive, and flexible learning environment for young people who have become disengaged from mainstream education. Our team is committed to supporting young people in re-engaging with learning through a personalised and trauma-informed approach that meets their individual needs.

We prioritise building honest and authentic relationships with young people, their families, and communities, fostering a culture that values, supports, and celebrates the dignity and uniqueness of each person.

Guided by the vision of Edmund Rice and the transformative power of education, we empower young people to achieve personal growth, academic success, and social connection, enabling them to build positive futures.

#### Our Structure

Saints Education is an initiative of Edmund Rice Education Australia (EREA), and operates as part of EREA Victorian Schools Ltd. It oversees a diverse range of educational services, including Saints College, Saints Knowledge Institute and Saints Early Years. Saints College operates across multiple campuses in metropolitan Melbourne and regional Victoria, including BlendED and Fitzroy North College, providing flexible, inclusive, and trauma-informed education.

As part of the EREA network, Saints Education is committed to fostering a supportive and empowering learning environment that reflects the values and vision of Edmund Rice. We offer a full-time, multi-year secondary education program tailored to meet the needs of young people who have disengaged from mainstream education, ensuring every individual is supported on their path to personal growth and success. We work closely with families, community organisations, and support services to provide wraparound care that addresses both educational and personal development needs.

### **Our Young People**

The young people we work with come from diverse backgrounds and may face a range of barriers to education, including:

- Experiences of trauma or adversity
- Mental health challenges, disability and/or neurodivergence
- Significant gaps in learning
- Experiences of exclusion or suspension from mainstream education
- Experiences of school can't/ school refusal
- Involvement in out-of-home care or the child protection system
- Experiences of homelessness or housing instability
- Responsibilities as young parents
- Generational cycles of poverty, early school leaving or unemployment
- Interaction with the youth justice system

We recognise that each young person's journey is unique. Our staff are committed to providing a safe, respectful, and empowering learning environment where young people can develop confidence, reconnect with education, and work towards their goals.

### **Our Values**

Saints College operates under four key principles that guide our daily interactions and community culture:

- **Respect** – Valuing each person's dignity, voice, and lived experience
- **Honesty** – Fostering trust and truthfulness through open and authentic communication
- **Participation** – Encouraging young people to actively engage in their learning and personal growth
- **Safe and Legal** – Creating a secure and structured environment where all community members can thrive

This framework, known as Operation by Principles, is a defining feature of our approach. It establishes a common ground foundation for all members of our community—young people, staff, and families—ensuring that relationships, learning experiences, and conflict resolution are built on mutual understanding and shared responsibility. Through the use of Unconditional Positive Regard, strength based neuroaffirming practice with a trauma informed lens, we create an inclusive, safe, and empowering learning environment where young people can thrive academically, socially, and emotionally.

### **Our Commitment to the EREA Charter and Touchstones**

As part of the Edmund Rice network, Saints Education is committed to the principles of the **EREA Charter** and its four Touchstones:

- **Liberating Education** – Providing innovative and inclusive learning opportunities
- **Gospel Spirituality** – Fostering a culture of compassion, hope, and social justice
- **Inclusive Community** – Welcoming and valuing diversity, ensuring all young people feel a sense of belonging
- **Justice and Solidarity** – Advocating for fairness, equity, and the dignity of all

The EREA Charter and Touchstones guide our mission and reflect our commitment to providing a high-quality

education that is responsive to the needs of young people. More information can be found on the [EREA website](#).

## About the Role

The Social Inclusion and Experiential Learning Program Coordinator is responsible for facilitating the design, implementation, and overseeing programs that foster social inclusion, personal development, and teamwork among young people. This role requires outstanding leadership qualities to guide and empower staff, oversee all gatherings, facilitate experiential learning activities, and provide professional learning in risk and compliance.

## Duties and Responsibilities

Typical duties and responsibilities include, but are not limited to:

<b>Operation by Principles</b>	<ul style="list-style-type: none"> <li>Model best practice in Operation by Principles and other key practices as articulated in the practice Framework.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>This position is subject to compliance with all relevant laws, regulations, and policies governing education in Victoria, including but not limited to the Education and Training Reform Act 2006, and the Child Safe Standards</li> <li>All employees must adhere to Saints College and EREA Victorian Schools Limited policies and procedures and where applicable EREA frameworks and policies.</li> </ul> <p><b>Child Safety Obligations</b> All employees must adhere to the following:</p> <ul style="list-style-type: none"> <li>Saints College's Policies and Procedures implemented as part of compliance with <a href="#">Ministerial Order 1359: Implementing the Child Safe Standards – Managing the risk of child abuse in schools</a></li> <li>EREA's Code of Conduct</li> <li>Ensure legal and mandatory reporting obligations are met, consistent with Saints College's 'Procedure for Responding to and Reporting Allegations of Child Abuse' within the schools 'Child Protection Program'.</li> </ul>
<b>Leadership and Staff Development</b>	<ul style="list-style-type: none"> <li>Supervise and mentor staff in the delivery of social inclusion and experiential learning programs.</li> <li>Coordinate structured professional development sessions, including training in risk management and compliance.</li> <li>Ensure staff model best practices in Operation by Principles and other key approaches outlined in the practice framework.</li> </ul>
<b>Gathering Oversight &amp; Operations</b>	<ul style="list-style-type: none"> <li>Instruct staff in the facilitation and operations of all gatherings, ensuring consistency and alignment with school values.</li> <li>Oversee the planning, execution, and evaluation of gatherings to maximise student engagement and inclusivity.</li> <li>Provide ongoing guidance and training to staff involved in gatherings to ensure effectiveness and adherence to best practices.</li> </ul>
<b>Program coordination and support</b>	<ul style="list-style-type: none"> <li>Oversee the design and implementation of experiential learning programs that promote inclusion and personal growth.</li> <li>Oversee and coordinate logistics for outdoor and indoor activities, including transportation, equipment, and scheduling.</li> </ul>

	<ul style="list-style-type: none"> <li>Support the delivery of overnight camps and excursions, ensuring all operational and safety requirements are met.</li> </ul>
<b>Facilitation and supervision</b>	<ul style="list-style-type: none"> <li>Coordinate a variety of activities to encourage student participation and engagement.</li> <li>Ensure all activities are inclusive, culturally sensitive, and aligned with the school's instructional goals.</li> <li>Foster positive relationships with young people, creating a supportive and respectful environment.</li> </ul>
<b>Wellbeing and inclusion</b>	<ul style="list-style-type: none"> <li>Actively promote wellbeing and social inclusion during all activities.</li> <li>Identify barriers to participation and work with the Program Director to implement inclusive practices.</li> <li>Provide mentorship and guidance to young people, helping them build self-confidence and resilience.</li> </ul>
<b>Compliance and Risk management</b>	<ul style="list-style-type: none"> <li>Ensure all programs and activities comply with relevant legislation, Saints, EREA Victorian Schools Ltd, and EREA Policies and Procedures.</li> <li>Oversee quality assurance of information, ensuring compliance with Work Health and Safety legislation and WorkSafe regulations.</li> <li>Represent the program on the OH&amp;S committee, where required.</li> <li>Ensure legal and mandatory reporting obligations are met in accordance with the school's Child Protection Program.</li> <li>Provide a referral point for young people and families to appropriate support services.</li> <li>Develop and implement risk and compliance protocols for gatherings</li> <li>Ensure all activities are conducted safely, adhering to risk management protocols.</li> <li>Conduct regular equipment checks and risk assessments for all programs.</li> <li>Assist with incident management and reporting as needed.</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>Facilitate the preparation, distribution, and maintenance of activity resources and equipment.</li> <li>Ensure that all materials are properly stored and maintained for future use.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Work closely with the Program Director and other staff to coordinate program delivery.</li> <li>Communicate program updates, participant needs, and safety issues in a timely manner.</li> <li>Foster positive relationships with parents, guardians, and external service providers as needed.</li> <li>Monitor expenditure and ensure alignment with approved budgets.</li> </ul>

## Key Selection Criteria and Requirements

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Tertiary Qualification in Youth Work, Social Work, Psychology and Behavioural Science and/or equivalent experience</li> </ul>
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	<ul style="list-style-type: none"> <li>• Relevant experience in outdoor education, experiential learning, or social inclusion programs.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with young people in education, youth work, or community settings.</li> <li>• Demonstrated experience supervising and mentoring staff in social inclusion and experiential learning.</li> <li>• Experience in planning and delivering professional development, particularly in risk management and compliance.</li> <li>• Applied understanding of experiential learning approaches and inclusive education practices.</li> </ul>
<b>Capabilities</b>	<ul style="list-style-type: none"> <li>• Understanding of social inclusion, experiential learning, and trauma-informed practice.</li> <li>• Ability to build rapport with diverse learners, including those with neurodivergent profiles.</li> <li>• Strong teamwork and communication skills.</li> <li>• Qualifications in education support, youth work, community development, or related fields.</li> <li>• Experience in outdoor education, creative arts, enterprise, or vocational learning.</li> <li>• Knowledge of flexible learning models and inclusive education frameworks.</li> </ul>
<b>Probity checks and Certification</b>	<ul style="list-style-type: none"> <li>• Hold a valid Working with Children Check or have the ability to obtain, and a National Police Check certificate (issued within the last six months), or hold a current Victorian Institute of Teaching (VIT) registration.</li> <li>• Hold appropriate Australian Work Rights.</li> <li>• Valid First Aid Certificate or willingness to obtain.</li> <li>• Valid Australian Driver's Licence and willingness to drive school vehicles when required.</li> </ul>
<b>Physical Requirements</b>	<p>Modify as required for the role:</p> <ul style="list-style-type: none"> <li>• This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability.</li> <li>• Some lifting of supplies and materials may be required from time to time, practicing safe manual handling.</li> </ul>