



## Program Coordinator

Thriving in Motion is a not-for-profit association with the mission to use exercise expertise to improve the health of children and young people. Thriving provides exercise and health services, collaborates on research to develop evidence-based exercise, and provides education for young people, the community and health professionals. We celebrate uniqueness and diversity and offer an inclusive and fun exercise environment for all kids and young people.

Join an organization that prides itself in providing best practice, evidence-based and enjoyable exercise services for young people, where you will have:

- A friendly, supportive environment that values autonomy and professional growth
- The opportunity to join a collaborative team that delivers fun, engaging, and meaningful exercise experiences for children, young people, and their families.
- Work within a team that strives to support a healthy work-life balance through supporting flexible working arrangements.
- Be supported to continually develop and expand your skill set as an exercise and health professional.

### The Role

This role involves day-to-day service administration and delivery for specified exercise services, programs or projects. Program Coordinators take a primary role in management of service delivery staff, and community facing program/project activities. They are required to work in a clinical domain/program that requires high levels of specialist knowledge and skill and will be supported in their development to do so.

A health professional at this level would be experienced and be able to independently apply professional knowledge and judgment when performing novel, complex, or critical tasks specific to their discipline.

This role requires a high level of organisational and communication skills in order to manage projects and adhere to deadlines.

The Program/Project Coordinator is responsible for ensuring programs or projects are delivered to Thriving quality and standards and are compliant with funding and/or industry requirements. They will be supported to do so via Senior Program/Project Coordinators and other Senior Staff.

### Key Responsibilities + Expectations:

- Delivery and coordination of programs (e.g., exercise and education services) in line with professional training and experience
- Responsible for providing support for the efficient, cost effective and timely delivery of services/programs
- Day-to-day administrative tasks within specified exercise services, programs and/or projects. Tasks include, but are not limited to
  - Participant/client relations and communication.
  - Enrolment processes including schedule management and billings.

- Implementation of Thriving protocols & processes.
- Supervision and performance management of service delivery staff and supervision of discipline specific students
- Ensure compliance of program/projects with all funding and/or industry requirements (e.g., Medicare, NDIS)
- Monitoring of service processes, KPIs and outcomes (e.g., new clients, service reports, referrals)
- Identify and communicate current or future challenges or opportunities with Senior staff
- Coordinate events, fundraising and promotional activities within programs/projects including:
  - Organisation of promotional/networking events (e.g., Carnivals, health professional presentations)
  - Health professional communication (incl. GP letters, mail outs, GP visits)
- Contributes to the evaluation and analysis of guidelines, policies and procedures applicable to their clinical/professional work
- Uphold Thriving in Motion's organisational values and contribute positively to its culture
- Other tasks as directed and if capacity allows

#### Accountability & supervision:

- Workload, tasks and KPIs set by Line Manager and discussed via annual performance review process
- Largely autonomous for day-to-day tasks, direction and oversight from Senior Project Coordinator/s)
- Participate regular meetings with Senior Project Coordinators, and/or Management Team
- Responsible for the supervision of service delivery team

#### What we offer:

- Flexible working arrangements, and we strive to support a healthy work-life balance.
- A friendly, supportive environment that allows autonomous work practices.
- Work within a great team environment.
- Professional development pathway (advance scope of training.)
- Career progression – clinically and organisational/business development roles
- Opportunity to make a significant impact on individuals and community health outcomes
- Chance to work within a non-for-profit organisation and team in a non-for-profit organisation
- 1- or 2-year fixed term contracts

**Starting Salary 2026 (1.0FTE) = \$95,019 + minimum superannuation contribution**

#### Selection Criteria

1. **Demonstrated clinical exercise competency**, including experience supporting young people and diverse or disadvantaged clients, with a clear commitment to evidence-based and person-centred practice.
2. **Experience supporting the coordination and delivery of programs and/or health services**, including contributing to planning, implementing, and evaluating exercise, allied health, or community-based initiatives.
3. **Working knowledge of allied health regulatory and service compliance requirements**, including adherence to relevant codes of conduct, documentation standards, and duty-of-care expectations.

4. **Ability to work independently and show initiative**, including identifying and resolving challenges and contributing to timely solutions by using sound clinical and operational judgment.
5. **Proven experience working to defined KPIs and role expectations**, including monitoring progress, adapting approaches when required, and ensuring consistent delivery of high-quality service outcomes in changing or time-pressured environments.
6. **Proven ability to build and maintain positive stakeholder relationships**, including effective collaboration with community members, students, clinical partners, and funding or corporate bodies.
7. **Experience supervising or mentoring staff and/or students**, supporting their learning and contributing to a positive, safe and accountable team culture.

#### **Desirable**

- Experience in research processes including project management, evaluation, and reporting.
- Experience working with diverse young people aged 12-25years.
- Experience in service/organisation resource allocation, strategic development, and budget management

#### **Special requirements**

1. Current Working with Children Check
2. WA Health or National Police Clearance
3. Health professional registration (e.g., APHRA, ESSA)