



PCCC Port Curtis Coral Coast Trust Limited  
For The Port Curtis Coral Coast Aboriginal  
Peoples

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## PCCC TRUST LTD. POSITION DESCRIPTION

### Program Coordinator

<b>Position Title</b>	Program Coordinator – PCCC Trust	<b>Reports to</b>	General Manager/Executive/Board of Directors
<b>Status</b>	Full time	<b>Contact</b>	Daniel Reeves
<b>Organisation</b>	PCCC Trust per PCCC Ltd	<b>Telephone</b>	0499 597 218
<b>Division</b>	Business	<b>Email Application</b>	generalmanager@pccctrust.com.au
<b>Location</b>	Bundaberg - Burnett Heads		

#### Position Purpose:

To plan, coordinate, and conduct PCCC Social Programs that focus on the key areas of providing relief of poverty, sickness, distress and address the special needs of PCCC persons. Included in the special needs is the development and implementation of quality education outcomes for PCCC persons

#### Position Context:

The position of the Program Coordinator includes the development and implementation of various PCCC Trust Ltd programs and to maintain key relationships with community, stakeholders and funding agencies to continually improve PCCC programs and seek new opportunities for the PCCC Trust Ltd.

The Coordinator will assist the General Manager in implementing Board directives and within the context of the PCCC Corporate Plan. The Coordinator will also liaise and help drive PCCC Committee agendas as they relate to the Corporate Plan and PCCC's broader community objectives.

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**Program Coordinator Position Description**

**Position Approved by: PCCC Ltd Board**

**Date last reviewed:** Version 5 September 2018.



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#### **KEY RESPONSIBILITIES:**

In providing support to the General Manager, the Program Coordinator will have the following responsibilities:

- Planning and delivery of PCCC Trust Ltd. programs and initiatives and identifying new opportunities for consideration by the Trust Board:
- Develop and maintain a suite of programs and opportunities ready for funding and implementation, including seeking necessary approvals and considerations from all relevant stakeholders:
- Assist in the ongoing implementation of the PCCC Trust Ltd Corporate Governance framework:
- Initiate and manage key stakeholder relations

#### **QUALIFICATIONS, KNOWLEDGE AND REQUIREMENTS**

- Demonstrated program delivery skills and experience
- Proven delivery of funded programs and organisational initiatives
- Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Ability to consider research the relative costs and benefits of future and proposed programs.
- Experience in effective liaison between business and industry stakeholders.
- Demonstrated effective interpersonal and written communication skills including negotiation skills.
- Ability to consult, consider and respect all community opinions and apply sound research and logic to influence decision making.
- The role requires being pleasant with others and displaying a good-natured, cooperative attitude.
- Ability to develop databases and utilise demographic information to assist with policy development and improving programs to benefit for PCCC people.



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## KEY CAPABILITIES:

### Leadership, Teamwork and Communication

- Model interpersonal and professional behaviours consistent with PCCC Trust Ltd Values and Code of Conduct.
- Act and communicate in a responsive, respectful and professional manner at all times when dealing with PCCC Trust Ltd members, staff, or external parties and facilitate collaborative working relationships.
- Maintain confidentiality on all issues related to PCCC Trust Ltd.

### Professional Development:

- Actively participate in professional and performance development processes to meet career pathway development.

### Continuous Quality Improvement:

Continuous Improvement through:

- Continuous quality improvement systems;
- Adherence to relevant legislation, regulations, codes of practice and standards; and
- Adherence to PCCC Trust Ltd. Organisational policies, procedures, administrative and documentation requirements.
- Work Health and Safety – Ensure your own safety and the health and safety of others.
- Maintain a safe and healthy workplace and work practices.

## PERFORMANCE REVIEW AND DEVELOPMENT PROCESS:

In accordance with PCCC Trust Ltd. Performance, Review and Development process, an initial review of performance will be undertaken within the probation period, three months, and then at least every 12 months, including a review of performance against this position description.