



## Healesville Living and Learning Centre

### Education Coordinator

Healesville Living and Learning Centre is a not for profit organisation operating as a Neighbourhood House and Adult Education Provider. It is located in the Shire of Yarra Ranges and serves the community of Healesville and surrounding districts. We produce a new program of short courses and activities four times a year which includes computing and digital media, art, craft, health, personal development, support, environmental and sustainability programs and workshops.

**Responsible to:** HLLC CEO

**Responsible for:** Co-ordination of Education and Hobby/Leisure Programs.

**Description of the Role:** This is a permanent part time position (4 days per week).

#### **Purpose of the position**

The Education Coordinator will coordinate ACFE funded and Fee for Service programs as required. The position will co-ordinate the development of appropriate education and learning programs. They will to ensure compliance with the ACFE program funding requirements and provide management support of existing programs and activities.

#### **Desired Qualifications**

- Qualifications in Education, Training and Administration (or equivalent)

#### **Mandatory Qualifications**

- Current Criminal History Clearance and Working with Children Check
- Current Driver's License

#### **Essential Criteria**

- Minimum of 2 years' experience in the community/adult education sector.
- Experience in identifying and developing adult education programs.
- Strong knowledge, understanding and engagement experience in working with CALD diversity.
- Experience in the administration of education programs including; enrolments, data collection and reporting for education program.
- Ability to represent the organisation in a range of situations from everyday interactions to large group sessions.
- Experience in identifying, contracting and leading tutors and community based groups.

#### **Responsibilities:**

- Deliver effective and efficient education programs and activities in line with the identified needs of the community.

- Commitment to high standards of adult and community education.
- Commitment to continuous improvement and ensure compliance with WHS requirements in your areas of responsibility.
- Orientation and management of tutors and students to ensure compliance with organisational and funding requirements.
- Compliance in relation to funding specifications and reporting accountability
- Data collection, evaluations, surveys and reports against specifications as per the funding agreements
- Support and resource education programs as required.
- Ensure efficient service delivery of the education program.
- Participate in the planning, resourcing and running of significant HLLC community events.

#### **GENERAL MANAGEMENT:**

- Monitor and report to the CEO issues in relation to your areas of responsibility.
- Decision-making, reporting and other responsibilities within agreed delegations.
- Ensuring good communication with staff, clients and stakeholders.
- Communication and reporting to the CEO as required
- Perform your duties in line with the expected team member conduct to create and contribute to a harmonious and effective workplace.

#### **HR/PEOPLE MANAGEMENT**

- Capacity building of volunteers through development and training
- Ensure compliance with WHS regulations and safe work practices of HLLC

#### **Outcomes**

- Programs meet the needs of the community
- Programs and activities are effectively promoted
- Reports to the funding bodies are completed in a timely manner

#### **PROFESSIONAL DEVELOPMENT**

- Participate in regular supervision and development of KPIs with CEO
- Participate in professional development where appropriate.

This list is not exhaustive; the Education Co-coordinator may be asked to undertake other responsibilities at the request of the CEO in line with the position description.