

		<h2 style="margin: 0;">Community Educator Position Description</h2>			MGR01	
Prepared By:	Tadashi Nakamura	Issued	14/07/2023	Copy no	1	
Authorised By	CEO	Replaces		Page	1 of 3	
Reason for Amendment						

POSITIONS DETAILS	COMMUNITY EDUCATOR
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Training and Support
REPORTS TO:	Operations Director
DIRECT REPORTS:	NIL
EMPLOYMENT	Part-Time 0.8 FTE OR Full-Time
CONDITIONS:	12-month contract. Key Performance Indicators will be reviewed quarterly. Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The Community Educator position involves coordinating, planning, and delivering non-accredited programs on various topics such as career development, career progression, pre-employment, digital literacy, and foundation skills. These workshops aim to empower Aboriginal individuals by offering learning opportunities that initiate their educational journey and introduce potential pathways to further training and employment in their desired vocational fields.</p> <p>Additionally, the Community Educator is responsible for marketing and coordinating the non-accredited workshops using diverse marketing strategies and tools to effectively reach out to Aboriginal individuals. In cases where necessary, additional support should be provided to ensure a high attendance rate and active participation from Aboriginal participants.</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<p>1. Develop, Coordinate and Delivery of non-accredited programs/workshops</p> <ul style="list-style-type: none"> • In consultation with stakeholders, a series of workshops are coordinated and scheduled. • Ensure sufficient number of participants are registered and attended to workshops • Organise guest speakers if necessary to achieve the learning outcomes • Arrange necessary resources including venue hire, room booking, learning resources required for workshops. • Ensure participant feedback is routinely sought on workshop content, processes, and on the evaluation of progress of learning outcomes and opportunities • Deliver a series of workshops to Aboriginal participants <p>2. Sales and Marketing</p> <ul style="list-style-type: none"> • Promote fee for service training to meet the minimum participant target to deliver workshops. • Meet the total participant number target quarterly. • Network with potential buyers of services. <p>3. Administration and Reporting</p> <ul style="list-style-type: none"> • Establish good systems/processes for all necessary records (attendance, student progress) to enable reporting in a timely manner • Issue necessary statements or certificates for all participants in a timely manner • Being a part of evaluation panel, assisting to develop evaluation plan collecting evaluation information from participants and stakeholders to improve the workshop content, delivery and outcomes

4. Other duties as required

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer from time to time following agreement with the Employee.

PERSON SPECIFICATION

Skills:

- Respond effectively to individuals of diverse ages, cultures and socio-economic backgrounds
- Manage conflict, engender confidence, participation and cooperation with students, staff, colleagues and external government and non-government service providers.
- Communicate effectively with a range of people from varying backgrounds and at all levels both verbally and in writing.
- Operate independently within defined areas of responsibility and to operate co-operatively within a team
- Establish networks, initiate change, foster and support organisational activities
- Provide effective consultation, mediation/conflict resolution and assessment that supports educational outcomes of students
- Keep accurate records, use relevant technologies and write reports.

Knowledge:

- Complex life issues that lead to barriers to training such as learning difficulties, mental health issues, family dysfunction and violence, drug addiction, homelessness and involvement in the justice system.

Previous Work Experience:

- Demonstrated experience in
 - Developing non-accredited courses and workshops
 - Delivering non-accredited courses and workshops
- Experience with teaching Aboriginal and Torres Strait Islander people.
- Experience with working with Aboriginal and Torres Strait Islander people.

Personal Attributes:

- Excellent time management, ability to determine priorities, successfully manage simultaneous and competing projects to meet internal and external deadlines.
- Excellent organisational ability and initiative, including prioritising to meet deadlines.

Demonstrated and proven:

- Works autonomously, while also being a strong team player.
- High level of verbal, listening and written communication skills.
- Establishing and maintaining effective relationships with a variety of internal and external stakeholders with the aim of creating awareness and promoting continuous improvement.
- Excellent interpersonal skills, demonstrated ability to interact professionally with diverse people.
- Ability to support, empower and skill others.
- Ability and skills in problem solving.
- Ethical and professional approach to employment.
- Highly motivated and the ability to work effectively in a team environment.
- Ability to work within an Aboriginal organisation.
- Attention to detail.
- Ability to maintain confidentiality.

Qualifications & Training:

- (Desirable) Certificate III or above qualifications
- (Desirable) Other tertiary qualifications will be considered
- (Essential) Current DHS Working with Children Check (or prepared to obtain).

<ul style="list-style-type: none"> • (Essential) Responding to Risks of Harms, Abuse and Neglect – Education and Care Certificate (or prepared to obtain). • (Essential) A current driver’s license 	
VISION, PURPOSE AND VALUES	
<p>Vision statement The trusted Aboriginal owned and run community organisation enabling Aboriginal people to thrive and reach their full potential through high quality training & development.</p> <p>Values</p> <ul style="list-style-type: none"> • TRUST Building strong relationships • ACCOUNTABILITY Being observable and authentic • UNIQUENESS Offering exceptional learning experience • OPEN Creating business for new ideas and opportunities • NETWORK Growing community and stakeholder footprint • DIVERSITY Valuing cultures through respectful engagement • INTEGRITY Conducting business truthfully and ethically 	
KEY RELATIONSHIPS	
<p>Internal</p> <ul style="list-style-type: none"> • Reporting to Operations Director • Compliance Team • Trainers and Assessors • Student Support Team • Administration staff 	<p>External</p> <ul style="list-style-type: none"> • Industry and Enterprises • Aboriginal community members • Other RTOs • Community organisations • Employment Service Providers
Acknowledgement	
<p>I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.</p> <p>Signed..... Date ____/____/____ (Employee)</p> <p>Signed..... Date ____/____/____ (Manager)</p>	

How to apply:

Please send your resume and cover letter

- from seek.com.au, or
- via email thr@tauondi.sa.edu.au.