



POSITION DESCRIPTION

Position title: **Casual Teacher – Digital Skills**

Location: Frankston North Community Centre – 26 Mahogany Ave, Frankston North
At times at Belvedere Community Centre - 36 Belvedere Road, Seaford

Reports to: Belvedere Community Centre Program Coordinator
Frankston North Community Centre Manager while on site

Position objective: To plan and deliver quality, pre-accredited Digital Skills program at Frankston North Community Centre.

Skills and experience:

- Appropriate qualification & or experience
- Knowledge of Adult Community Education
- Understanding of Neighbourhood Houses and their aims
- Ability to motivate and inspire people
- Proven track record of working with people of all abilities

Responsibilities:

- Deliver quality digital literacy training suitable for the students needs
- To complete and submit required documentation for each course with support from the BCC Program Coordinator
- To maintain attendance sheets and any other course record keeping that maybe required by the Centre and funding body
- To maintain communication with the BCC Program Coordinator regarding all areas impacting on course delivery
- To undertake appropriate Professional Development activities and Moderation where appropriate
- To follow the policies and procedures of the centre where the course is being facilitated
- Report any concerns, incidents or accidents to the Centre Manager where the course is being facilitated.

Key selection criteria:

1. Vocational competence in the relevant course delivered
2. Experience in development, coordination and review of pre-accredited training
3. Exceptional interpersonal skills, including high level oral/written communication skills and negotiation skills
4. Highly developed organizational and problem solving skills with a proven ability to work autonomously

Conditions of employment:

- This position is located at Frankston North Community Centre
- Hours to be negotiated depending on class enrolments during Victorian school terms – approx. 3 - 6 hours per week
- This position is classified and remunerated under the Neighbourhood Houses and Adult Community Education Centre Agreement 2016 depending on experience
- A National Police Check and Working with Children's Check are requirements of this casual position
- Evidence of COVID-19 Vaccination in line with CHO direction

How to Apply:

All applicants must provide a resume and cover letter addressing the key selection criteria and contact details of two referees.

Please email your resume and cover letter to centre_manager@belvedere.org.au

Preferred applicants will be invited for an interview. Unsuccessful applicants will be advised in due course which may take up to 4 weeks.

If you would like to learn more about this opportunity or have any questions, please contact Kelly Leach – Program Coordinator on 9776 8922.