

POSITION DESCRIPTION

Position title: Program Coordinator – Adult Education

Location: Healthy Futures Hub, 151 East Rd, Seaford 3198

Reports to: Centre Manager

Background:

Belvedere Community Centre (BCC) offers a welcoming place helping to create a connected and confident community. BCC is relocating to the Healthy Futures Hub where we will be co-located with a variety of organisations with a health and wellbeing focus.

Position objective:

This position is responsible for overseeing the Adult Community and Further Education (ACFE) funded programs, program design and implementation, and supporting and mentoring the teachers at BCC.

Key responsibility areas:

- Responsible for meeting Adult Community and Further Education (ACFE) Service Agreement
- ACFE program development, implementation and promotion
- Mentoring and supervision of ACFE teachers including providing moderation and back up teaching if required
- Ensure class and student data is uploaded to funding body reporting systems accurately and within required timelines
- Participate in and represent the organisation at community forums and meetings as required
- Responsible for continuing to develop relationships with stakeholders, third party providers and other community organisations
- To ensure that courses are delivered in line with the Mission, Purpose & Values of Belvedere Community Centre Inc.
- To maintain communication with the Centre Manager regarding all areas impacting on course delivery
- To ensure understanding and to follow the policies and procedures of the BCC
- Report any concerns, incidents or accidents to the Centre Manager

Key Selection Criteria, Skills and Attributes:

- Knowledge and experience of current Adult Community and Further Education trends and policy related to Neighbourhood House Coordination Program (NHCP)

- Demonstrated experience in and commitment to working with the community, in line with community development principles and practices
- Experience in working effectively with diverse populations and with a broad range of community partners and stakeholders
- Excellent written and communication skills targeting diverse audiences
- Experience with Social Planet reporting program highly desired
- Competent in current Microsoft computer applications, Canva and social media

External liaison:

- Current and potential students/jobseeker
- Funding bodies, regulators and auditors
- Stakeholders

Professional development:

- To undertake relevant professional development as required or requested by the Manager.

Conditions of employment:

- 16.5 hours per week, 3 days per week – 9:00am – 4:00pm - days to be negotiated
- This position is classified and remunerated under the Neighbourhood Houses and Adult Community Education Centres Agreement 2016 dependent on experience.
- Working with Children’s Check and clear Police Check.
- Current Level 2 First Aid certificate

How to Apply:

All applicants must provide a resume and cover letter 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:

Meredith MacKenzie – Centre Manager on 9776 8922

Applications close:

Thursday 1 June 2023.