

Summary Position Statement Including Selection Criteria

1. General Information

Position Title:	Adult Education Coordinator
Reporting To:	CCC Manager
Working directly with:	Teacher, tutors and CCC team
Award Grade:	PAACT Level 6
Salary:	Salary will be negotiated depending on qualifications and experience of the successful applicant within the PAACT Level 6 range plus superannuation.
Work Hours:	20 hours a week over 4-5 days 48 weeks a year (Option of additional hours of teaching)
Tenure:	Ongoing (Subject to 3 month probationary period)

2. Role Overview – Adult Education Coordinator

Reporting to the CCC Manager, the Adult Education Coordinator is responsible for overseeing the delivery of all Adult Education functions including ACFE, AMEP, and fee for service adult education programs at the Centre. She/he will ensure compliance with all administrative and reporting requirements of CCC Management and Board along with CCC's adherence to the contractual requirements and delivery standards of funding providers including the council for Adult Community and Further Education (ACFE), Skills Victoria (if applicable), the Adult Migrant English Program (AMEP) through CCC's partnership with Melbourne Polytechnic and accreditation frameworks such as the Australian Quality Training Framework (AQTF) and the ACFE Business Viability Guidelines.

The Adult Education Coordinator is also responsible for the effective leadership and management of adult education salaried tutors and volunteers to ensure the achievement of CCC's vision and objectives. These responsibilities include all aspects of staff recruitment, assignment of duties and management and appraisal of performance.

S/he may choose to be assigned hours as an adult education teacher/tutor depending on availability and class numbers in future terms.

3. Key Accountabilities – Adult Education Coordinator

Maintenance and Development of CCC Adult Education Programs

Student Management

- Schedule and develop courses for all adult education programs using English as an Additional Language (EAL) Frameworks in accredited courses and the A-Frame in pre-accredited courses.
- Assess and place students into suitable classes.
- Ensure class records are maintained to the required standards by tutors including attendance lists, lesson plans and assessments in order to be able to record appropriate statistics for ACFE and Melbourne Polytechnic.
- Regularly (monthly) promote CCC adult education programs to Job Network Providers and other relevant organisations.
- Develop marketing action plan for classes that are under 60% filled (within 2 weeks of program being under 60% filled).

- Implement marketing action plan in consultation with Manager and relevant CCC team members (commence implementation within 2 weeks of marketing action plan being developed).
- Review and monitor Adult Education programs on CCC website to ensure they are relevant and current.

RTO Compliance and ACFE Best Practice

- Develop efficient and viable systems and processes that support the delivery of AMEP at CCC, for the new contractor Melbourne Polytechnic.
- Ensure adherence to CCC's Australian Quality Training Framework (AQTF) and Victorian Registration and Qualifications Authority (VRQA) compliance in the areas of adult education delivery including relevant policies and procedures.
- Ensure all Adult Education Programs meet standards and requirements – includes undertaking ACFE audits and completion of client satisfaction surveys, Linda Wyse and Associates (LWA) audits, and VRQA audits.
- Establish & maintain effective CCC internal audit process.
- Prepare and submit funding report requirements for AMEP, ACFE and any other funding bodies.

Program Development

- Research, consult and identify areas of need in the provision of adult education programs in the community.
- Prepare submissions for funding and associated delivery plans.
- Monitor and review Adult Education budget monthly & report any usual events & expenditures.
- Make recommendations for budget to increase income and decrease expenditure for a positive financial outcome for CCC.

Leadership and Staff Supervision

- Lead, manage, motivate, train and develop a team of tutors and volunteers involved in the delivery of CCC's Adult Education program ensuring course curriculum, content, delivery methodology, and learning material requirements are met.
- Manage and recruit administration staff and volunteers to support administration/intake process requirements to ensure the adult education program is efficient and viable for CCC.
- Recruit and induct Adult Education tutors and volunteers, develop adult education tutor performance/work plans and conduct annual staff appraisals.
- Provide ongoing support to adult education tutors, including conducting professional development workshops and moderation sessions and other meetings with tutors to ensure the highest quality of program delivery is achieved.
- Attend all relevant teacher, course and curriculum development workshops along with regular staff meetings with Manager and other coordinators.
- Ensure tutors have access to up to date resources including books, learning materials and access to allow for continued integration of computer-enhanced learning in program delivery
- Assist in the promotion of all programs at CCC.
- Lead in the delivery and continuous improvement of the operations of CCC to enable the effective and efficient delivery of the full range of CCC services and programs – includes all financial, administrative and customer service functions of the organisation.

Contribution to the Management of CCC

- Assist in promoting CCC including representation to relevant government and community organisations.
- Contribute to CCC's business planning development, implementation and performance review processes for a range of adult education and children's programs, including analysis of needs in the community, setting objectives and performance targets, identify of appropriate funding sources and associated budgeting and resource allocation activities according to priorities and frameworks established by the Board of Governance.

- Provide authoritative advice, support and recommendations to the CCC Manager and Board of Governance on aspects of CCC's operations relating to Adult Education.

4. Working Relationships

Who	Purpose
CCC Manager	Line management reporting relationship, periodic (at least weekly) liaison regarding all aspects of the Adult Education part of the CCC operation.
CCC Members/Participants (including students)	Customer service, advice and assistance – includes placement testing, and monitoring of satisfaction with CCC adult education programs.
Other CCC Coordinators	Peer Relationship - daily interaction and monitoring of activities in each of the program areas of CCC.
CCC Finance Officer	Peer Relationship - regular interaction and monitoring of activities including billing to funding providers and student attendance statistics.
CCC Staff and Volunteers	Leadership, motivation and learning facilitation .– particularly for adult education tutors and volunteers
Southern Community Church of Christ	Regular contact regarding the use of the facility and collaboration regarding programs and activities.
ACFE, Melbourne Polytechnic, DHHS, Kingston City Council and NHV	Various according to nature of relationship with each external body.
Other Community Service Providers and Neighbourhood Houses	Collaboration and knowledge sharing.

5. Key Selection Criteria

1. Experience in the development of curriculum and delivery of adult education programs at all levels to students of varying backgrounds along with the relevant tertiary qualifications for the delivery of accredited adult education programs within Victoria.
2. Detailed understanding of the contractual requirements and delivery standards of funding providers such as Adult Community and Further Education (ACFE), Adult Migrant English Program (AMEP), and Higher Education Skills Group (HESG) and accreditation frameworks including the Australian Quality Training Framework (AQTF).
3. A track record of effective leadership and people management in a training/education based organisation along with a demonstrated ability to build teams and facilitate the learning and development of staff and volunteers.
4. Well developed program development skills with the capacity to identify and evaluate new funding opportunities and/or training delivery requirements and develop submissions to relevant funding bodies in response.
5. Ability to manage budgets and ensure the financial outcome of programs/classes are sustainable to CCC as an organisation.
6. High level of competency in the use of computer equipment and software application, in particular Microsoft Word, and Excel.
7. Experience in establishing and monitoring administrative practices in an Adult Education/Community environment and experience in the analysis of and response to emerging learning delivery frameworks and other administrative requirements.

8. Well developed written and spoken communication skills along with a clear ability to influence and negotiate with internal and external stakeholders along with strong relationship building skills with the ability to engage a wide range of stakeholders across government and the wider community.
9. Experience in data management systems desirable.
10. Strong understanding of the not for profit, community based service delivery sector with a capacity to work effectively in a values based organisation.

6. Position Requirements

Mandatory

- Certificate IV in Training and Assessment.
- Recognised Bachelor degree (equivalent to 3 years full time).
- Recognised postgraduate TESOL qualification at AQF 8 or higher (course must be 100 contact hours or more and include a practicum).
- Demonstrated knowledge and experience in bringing new courses into curriculum and ACFE delivery plans.
- Working with Children Check.
- National Police Record Check.

Work Ready

- Australian citizenship or a work visa that allows the holder in Australia for a minimum of two years.

7. Other Information

- The position is located at 8 Chesterville Road, Cheltenham.
- The appointment will be for 20-25 hours per week. The schedule of hours will be negotiated between 9am–6pm Monday to Friday.
- Wages and employment conditions are in accordance with the PAACT Level 6.
- An annual performance appraisal shall be conducted by the CCC Manager.

Application Process

Send: Please send a **cover letter addressing the selection criteria**, with your resume, to manager@chelt.com.au with a subject line of "Job Application for Adult Education Coordinator".

Applications close: Extension of due date to: Friday 6th October 2017