

Wyndham Community and Education Centre Inc

Job Description

Short Course Coordinator Job Description

General Information

Incumbent:	-
Classification:	General Staff 5.1 Educational Services (Post-Secondary Education) Award 2010
Reports to:	Education Manager
Hours:	22.8 hours per week
Core hours:	9am-5:06 pm, days tbc
Duration:	On-going, subject to funding

Position objective

Responsible for the coordination of Wyndham CEC's short course training programs including ACFE funded pre-accredited courses. This includes the development of an annual delivery plan and leading a team of trainers to ensure that all courses delivered focus on meeting student needs.

The SC Coordinator participates with the Education Manager and other training services staff to regularly review the performance of the pre-accredited short courses being delivered.

In addition, the SC Coordinator is also responsible for other Education Projects as identified.

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Duties & responsibilities

1 *Organisational planning*

- 1.1 Liaise with the Education Manager to achieve the goals of the Wyndham CEC strategic plan.
- 1.2 Implement the pre-accredited activities from the Training Services Unit Operational Plan as directed by the Education Manager.

2 *Business development/marketing and promotion*

- 2.1 Prepare the annual Pre-accredited Delivery Plan for submission to ACFE.
- 2.2 In consultation with the Education Manager assist with the marketing and promotion of the pre-accredited short courses.

3 *Program delivery and expertise*

- 3.1 Coordinate the planning of pre-accredited short courses, including:
 - Work with the Education Manager to schedule courses and teachers/trainers, including development of term timetables.
 - Oversee enrolment and placement of prospective students.
 - Monitor and review trainer Session Planners throughout the year.
 - Participate in TSU planning meetings, internal PDs and workshops as required.
- 3.2 Coordinate the development and implementation of the A-Frame documentation, including:
 - Work with teachers to develop Course Plans, Session Planners and review documentation as set out in the Pre-accredited Quality Framework for all short courses
 - Ongoing development and maintenance of resources for all short courses.
- 3.3 Coordinate the delivery of short courses, including:
 - Monitor student attendance records and follow up absences if required.
 - Monitor ongoing delivery of courses and assist the Education Manager to solve any issues or problems as they arise.
 - Ensure trainers keep accurate training records to ensure all funding agreements and regulatory requirements are met.
 - Organise teacher/trainer meetings, moderation and validation meetings and professional development activities for all trainers delivering the short courses.
- 3.4 Assist the Education Manager with ongoing continuous improvement processes including the coordination of course evaluation and feedback from students and trainers.

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4 *Reporting*

4.1 Communicate regularly with the Education Manager to report on:

- Program numbers
- Planned, changed or cancelled courses
- Recruitment and staffing

4.2 Together with the compliance and reporting administrators ensure all data collection and entry related to aXcelerate is collected and entered in a timely manner.

4.3 Attend and report to monthly TSU operational meetings and TSU compliance meetings.

5 *Coordinate staff*

5.1 Assist the Education Manager with the induction and/or orientation of pre-accredited trainers and volunteers.

5.2 Complete performance appraisals for pre-accredited trainers.

6 *External Relationship*

6.2 Represent Wyndham CEC in established networks including as the point of contact for the Wyndham City Council Neighbourhood Hubs team.

6.3 Liaise with relevant stakeholders in relation to courses delivered.

7 *Risk and Compliance*

7.1 Assist the Education Manager to meet administrative, compliance and reporting requirements relating to the Pre-accredited Quality Framework and others as required.

7.2 Regularly review and improve internal systems to ensure that minimal risks occur and compliance is assured.

7.3 Ensure compliance with Wyndham CEC policies and procedures.

8 *Delivery of Education Projects (as identified)*

8.1 Working with the Education Manager, write relevant grant applications that are complimentary to pre-accredited programs.

8.2 Ensure that any education projects that are implemented are delivered on time and to budget.

8.3 Report progress of relevant Education Projects to the Education Manager, as least fortnightly.

9 *Other requirements*

9.1 Take on other duties consistent with the position as directed by the Education Manager.

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Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of the Wyndham Community and Education Centre as stated in its Constitution and Vision and Mission statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

In response to the Betrayal of Trust Inquiry, the Victorian Government introduced Child Safe Standards. Wyndham CEC has a commitment to child safety and zero tolerance of child abuse

Key Selection Criteria

Applicants must address the following Key Selection Criteria:

- Can demonstrate some experience coordinating in an education program with a working knowledge of ACFE pre-accredited programs
- Can independently manage their time, prioritise and plan work to meet set deadlines
- Can demonstrate experience working within set program budgets
- Can demonstrate experience coordinating a team of teachers and/or trainers
- Is effective at developing and maintaining professional relationships and networks

Qualifications

- An appropriate qualification in Education is desirable
- Certificate IV in Training & Assessment is desirable
- Current VIT Registration or Working with Children Check
- Current Police Check
- Current Driver's License