



## Position Description

<b>Position Title:</b>	Community Training & Education Manager
<b>Classification:</b>	Level 6, Social, Community, Home Care and Disability Services Industry Award 2010
<b>Salary Range:</b>	\$87,568 - \$91,438.36 (+ 9.5% Super Guarantee, 5 weeks annual leave, salary sacrifice arrangements)
<b>Status:</b>	Full Time contract to 30/06/2022
<b>Reports to:</b>	General Manager
<b>Direct Reports:</b>	1
<b>Role Function:</b>	<p>The Community Training &amp; Education Manager leads, directs and manages the day-to-day operations of school and community education programs, vocational training and resource development to improve the health and wellbeing of companion animals in rural and remote Indigenous communities.</p>

AMRRIC is a not-for-profit organisation that uses a One Health approach to coordinate veterinary and education programs in rural and remote Australian Aboriginal and Torres Strait Islander communities.

Our One Health approach recognises the inextricable links between human, animal and environmental health and wellbeing. By working with remote Indigenous communities to improve the health of their pets, we are helping to create healthier, safer and happier communities.

## Core Duties:

### Program Management

- Determine program needs, schedule programs, identify resources required and their source, plan and implement programs within resource capacity, evaluate completed programs.
- Within scope of above manage, mentor and support Education Officers in their program delivery role.
- Provide oversight as well as maintain involvement including delivery in regular school and community-based education programs.



- Take responsibility for the logistics of all programs. This includes WHS and equipment maintenance prior to and following program delivery.
- Work with staff to ensure development of resources for all education and training programs meet the needs of the audience, are kept current, are engaging, and meet the compliance requirements of any government or stakeholder training partner including Registered Training Organisation Standards.
- Work with the General Manager to develop and implement an education and training strategy for the organisation which aligns to of AMRRIC's Strategic and Business Plans.
- Work with the General Manager and CEO to establish a relationship(s) with Registered Training Organisation's to develop and maintain a structure to support AMRRIC's involvement in the delivery of relevant accredited training.
- Identify, secure and grow AMRRIC's fee for service training delivery opportunities with the support of the General Manager and Program Manager – Strategic Delivery.
- Ensure all financial management of the program is maintained including the use of grant funds in accordance with agreements.
- Extract data outputs for monitoring, funding, compliance, organisation reports and other stakeholders and purposes as needed
- Manage the development and ongoing implementation of appropriate data systems to enable AMRRIC to monitor and evaluate progress against short- and long-term goals.
- Respond to requests for assistance related to education needs and capacity building opportunities from community and members of the public. Follow up on these requests and scope for intervention needs and opportunities.

#### **Advocacy & Stakeholder Engagement**

- Maintain collaborative relationships with Indigenous communities and all stakeholders.
- Represent AMRRIC at public forums, community meetings, and conferences.
- Work with team members to develop stories and awareness raising material for the promotion of the work of AMRRIC.
- Develop and expand relationships within the education and skills development and training industries to raise the profile of AMRRIC's educational offerings
- Ensure AMRRIC's client relationship management database, and any other relevant system(s) are maintained for all stakeholder engagements with AMRRIC

#### **People Leadership and Management**

- Provide visible and positive leadership to staff and volunteers.
- Ensure a positive and safe work environment where the efforts of staff and volunteers are recognised and where they are encouraged to develop to their optimum potential.
- Provide relevant training and learning opportunities for all staff including appropriate mentoring and leadership support.
- Manage staff performance as required and ensure that all annual staff appraisals/ performance reviews are relevant, constructive and completed in a timely manner.
- Ensure training staff qualifications and professional development hours are maintained for compliance

#### **Professional Development**

- Attend and contribute to AMRRIC staff meetings.





- Participate in regular professional development.
- Maintain relevant knowledge around animal health and management

### **SELECTION CRITERIA:**

#### **Relevant Experience**

- Ability to work to conflicting priorities and deadlines.
- Demonstrate experience in program or project management
- Demonstrate leadership experience
- Demonstrate experience in providing accredited and non-accredited skills training
- Demonstrate a sound understanding of the Vocational Educational and Training (VET) system, Registered Training Organisations (RTOs), and standards / compliance within the Australian Core Skills Framework
- Demonstrate experience in successful short and long-term management of relationships with stakeholders
- Demonstrate excellent verbal/written communication skills with a diverse range of stakeholders, including the ability to relate to, motivate and empathise with a range of people from different backgrounds
- Demonstrate experience in resource development and maintaining currency of training documents
- Demonstrate successful conflict management skills
- Demonstrate enthusiasm for and commitment to animal health and wellbeing
- Demonstrate passion around health and wellbeing in remote Aboriginal and Torres Strait Islander communities.
- Sound computing and data management skills including the use of Microsoft Office
- Maintain and exercise discretion in the use of confidential information

#### **Scope**

- Flexibility and willingness to travel and stay in remote communities
- Willingness to undertake training to build cultural competency
- Work additional hours as required

#### **Educational Requirements**

- Bachelor Degree in Education or current Certificate IV in Training and Education, or similar tertiary study in a relevant vocational field
- Minimum 3 – 5 years demonstrated education and/or training experience.
- Previous experience in a not for profit environment is desirable.
- Previous program management experience is desirable.
- Animal health and/or management experience is desirable.
- NT driver's license
- Current First Aid Certificate, or willingness to obtain
- 4WD Training Certificate, or willingness to obtain
- Ability to obtain a non-disclosable National Police Criminal History Check

Manager Name:

Signature:

Date:

Employee Name:

Signature:

Date:





Version	Date	Changes	Who
V1	23/11/18	Development of Document	BR
V2		Amendments to document	M.White
V3	07/08/20	Final Amendments to document	LS, BC

