

Position Description

Position	Manager- Education and Engagement
Tenure	12 month contract - may be extended subject to funding
Status	Part Time
Hours of Work	0.8 EFT (30.4 hours per week)
Award Classification	As per Social, Community, Home Care and Disability Services Award, Community Development Worker Level 7
Date Prepared	November 2020
Commencement Date	ASAP
Probation Period:	6 Months
Reports To	Chief Executive Officer

ORGANISATIONAL OVERVIEW:

Council on the Ageing (COTA) Victoria is the leading not-for-profit organisation representing the interests and rights of people aged over 50 in Victoria. For nearly 70 years in Victoria, we have led government, corporate and community thinking about the positive aspects of ageing.

COTA Victoria's strategic and operational focus is on promoting older age as a time of opportunities for personal growth, contribution and self-expression. We believe there are obvious National, State, community, family and individual benefits from this approach.

COTA Victoria has an experienced Board; highly qualified, permanent staff located in a central Melbourne office location; and a broad State membership and volunteer base.

Vision: *Ageing in Australia is a time of possibility, opportunity and influence*

Purpose: *COTA advances the rights, interests and futures of Australians as we age*

Values: *Respect, Diversity, Collaboration and Integrity*

Strategic Priorities: *For older Victorians, COTA promote opportunities and protect rights. Our Strategic focus is on Policy, Health, Rights and Organisational activities.*

Policy

Maintain our leadership in policy development and advocacy on behalf of older people in Victoria and Australia in general.

Health and Wellbeing

Continue to successfully manage and increase a portfolio of physical, mental and financial health projects and services designed to benefit and improve the quality of life of older Victorians

Rights

Maintain the position of *Seniors Rights Victoria* (a COTA program) as Victoria's leading provider of information, legal aid and support, advice and education to help prevent elder abuse and protect the rights of older people.

Organisation

Build COTA organisational efficiency and sustainability in Victoria through improvements to marketing, knowledge management, income generation and volunteer management.

Position Description

PROGRAM OUTLINE

‘Continue to successfully manage and increase a portfolio of physical, mental and financial health projects and services designed to benefit and improve the quality of life of older Victorians’ is one of COTA’s core strategic priorities. The Education and Engagement team integrates strategic program design, proactive outreach, education and project delivery and volunteer management functions across all COTA projects and programs. The development of a portfolio of health wellbeing and rights protection projects is contingent upon broad engagement with all stakeholders, in particular Victorians 50+. The Education and Engagement team comprises staff focusing on: elder abuse, information for seniors in general and specifically about aged care, health and strength training, employment opportunities for Victorians 50+ as well as ensuring COTA volunteer management, engagement and training.

POSITION OBJECTIVE:

The Manager Education and Engagement leads and manages the program and project teams within COTA Victoria involved in education and engagement including volunteers. The Manager develops the strategic work program under broad direction from the CEO and COTA Board, and in collaboration with the Management Team and ensures delivery of timely and high quality program and project outputs and engaged and active volunteers.

RESPONSIBILITIES:

1. Lead and manage the Education and Engagement Team, including setting work programs and priorities, ensuring work streams are integrated, supervise and develop staff, and act as an information conduit between the Team, the Management Team and the CEO.
2. Support team leaders to fulfill accountabilities to funding bodies and reporting to the COTA Victoria Board and membership.
3. Ensure delivery of timely, integrated and high-quality program and project outputs to a range of destinations, including elder abuse, strength training, employment opportunities, senior’s information, aged care navigation, men’s health and volunteer engagement.
4. Develop processes to monitor and evaluate projects and programs for impact and priority.
5. Develop COTA’s strategic health and wellbeing portfolio under broad direction from the CEO and in collaboration with the Management Team.
6. Provide input into business development opportunities and funding proposals based on agreed education and engagement priorities
7. Lead the development, utilisation and continuous review of mechanisms to engage older Victorians in peer education and volunteer opportunities both within COTA Victoria and more widely.
8. Model, promote and ensure a collaborative and consultative approach to working within COTA, with other COTA teams, and participate actively in broader COTA activities.
9. Actively participate in the COTA Management Team, as a senior manager.
10. Ensure that all necessary stakeholder, event and project information is captured for reporting, monitoring and engagement purposes in COTA Victoria’s customer relationship management system and that data collected is analysed and shared within COTA and with stakeholders

Position Description

KEY SELECTION CRITERIA:

Professional

1. Significant experience and demonstrated skill in leading and managing diverse teams and volunteers including project management skills in a community sector organisation, preferably associated with issues facing older people.
2. Demonstrated understanding of the policy environment, community development or adult education for older people's issues in Victoria / Australia.
3. Demonstrated commitment to a human rights and advocacy perspective, and willingness to commit to COTA's values.
4. Ability to develop and maintain stakeholder relationships and work collaboratively with COTA members, older Victorians and partner organisations.
5. Strong information technology skills, including the ability to produce and manage documentation and files electronically, and learn new systems as required.
6. Strong business acumen including managing complex budgets with funds from a variety of sources.

Personal

7. Superior interpersonal skills, including working with older people and people from culturally and linguistically diverse backgrounds, and modelling effective communication for staff.
8. Demonstrated ability to collaborate and work in, and support, a cohesive multi-disciplinary team.
9. Demonstrated ability to work under pressure, manage timelines and work with conflicting deadlines and priorities.

SPECIFIC RESTRICTIONS/CONDITIONS

- Must be physically capable to carry out administrative duties, involving extended periods of VDU use;
- This role may require out-of-hours work and travel intra and interstate;
- Must have current Victorian driver's license and be accepted for insurance coverage;
- Employment is subject to an ongoing satisfactory police check.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Statement of accountabilities for this position (if relevant) is outlined within the organisations Delegation of Authority.

OTHER RELEVANT INFORMATION:

Location:	Suite 2.5, 424 St Kilda Rd, Melbourne, Vic., 3004
Other:	Council on the Ageing has an Enterprise Bargaining Agreement (EBA) that covers all COTA employees: 3 years from 11 th July, 2016.
Salary Sacrificing:	Available in accordance with Australian Taxation Office legislation and regulations, and in accordance with the Council on the Ageing's Policy and Procedure
Self-Referral:	It is COTA policy that no staff member or volunteer shall, under any circumstances, refer work to themselves, their families or other members of their firms.

Position Description

AUTHORISATION & ACCEPTANCE

Employer Chief Executive Officer

Signature _____

Incumbent

Signature _____

Date _____