

Position Description



Position purpose

The Casual Learning Facilitator is responsible for developing and facilitating learning programs for audiences from 8 to 80 years at RBGV. Whilst engaged daily with school groups, the role will contribute to the delivery of engaging and culturally sensitive learning experiences more broadly, to ensure high quality learning outcomes and facilitate a deep understanding of the role individuals play in supporting community and environmental resilience. Knowledge of environmental science, horticulture, heritage, humanities and/or civics and citizenship is an essential element of the position.

Position details

Position title:	Casual Learning Facilitator
Position number:	421955 and 422017
Classification:	2.2
Employment type:	Casual Ongoing

Division:	Engagement & Impact
Branch:	Programming and Audience Development
Work location:	Cranbourne Gardens

Reports to:	Senior Learning Facilitator
Direct reports:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Further information:	recruitment@rbg.vic.gov.au
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About the Royal Botanic Gardens Victoria

Royal Botanic Gardens Victoria (RBGV) is one of the world's leading botanic gardens and a centre of excellence for horticulture, science, public engagement, inclusion and learning.

At RBGV, our mission is to safeguard plants and plant knowledge for the wellbeing of people and the planet. We play a meaningful role in people's everyday lives, offering extraordinary opportunities to engage with nature for mental, physical, social and community wellbeing. Our interpretation, research programs and living landscapes support visitors of all to ages to understand their role in protecting Victoria's vital and fragile biodiversity and in creating a sustainable future for all.

The organisation operates from two locations, the formally gazetted Royal Botanic Gardens Melbourne and Melbourne Observatory – located centrally between the Shrine of Remembrance and the Yarra River - and Royal Botanic Gardens Cranbourne which includes over 380 hectares of indigenous remnant vegetation within the City of Casey. RBGV also has stewardship for the National Herbarium of Victoria, Victorian Conservation Seedbank and State Botanical Collection, an irreplaceable state asset and the ‘ark’ for Victoria’s flora.

The Traditional Owners of the lands upon which we work and learn are the peoples of the Kulin Nation. We pay our respects to their Elders past, present and future, and acknowledge traditional wisdom in plant, land and water management of this precious country for over 40000 years.

For further information about RBGV, please visit our website www.rbg.vic.gov.au

Context

The Division

The Engagement and Impact Division is responsible for curating the visitor experience at RBGV, demonstrating the impact of the organisation and generating revenue for RBGV. Its work positions RBGV to deliver effectively upon its public purpose mandate for cultural, educational, scientific, economic and tourism benefit for the state of Victoria and demonstrates our mission of *safeguarding plants for the wellbeing of people and the planet.*

The Branch

The Programming and Audience Development team is responsible for curating and delivering a year-round program of creative, cultural and wellbeing events, learning and participation programs and interpretation and placemaking projects All programs are designed to be engaging, respectful, challenging and relevant to audiences and to encourage a deep connection with nature, culture and science in new and different ways. They are informed by principles of program vibrancy, social inclusion and respect for the knowledge systems of the peoples of the Kulin Nation.

Key accountabilities

- Effectively develop and facilitate a range of learning programs for diverse audiences, with strongest emphasis on school groups, youth and families
- Contribute to the evaluation of learning programs, gathering data, impact stories and feedback to include in program evaluation and reporting for continuous improvement
- Deliver a culturally appropriate service, leveraging the knowledge and talents of RBGV’s First Nation staff and networks
- Contribute effectively to timely planning, delivery, reporting and monitoring processes, including budgets as required
- Effectively ensure projects, records and work activity are within acceptable risk levels
- Comply with regulations and standards including the Victorian Public Sector Code of Conduct and RBGV policies and procedures
- Work as a collaborative and creative member of the team, developing positive and professional staff and stakeholder relationships to achieve organisational priorities

Key selection criteria

Education / Qualifications / Specialist training

- Tertiary qualification in a discipline relevant to learning programs in a public programming context such as the RBGV, for example Science, Education, Horticulture, Humanities or commensurate experience and demonstrated knowledge in this area.

Experience / Knowledge

- Demonstrated experience in effective, high-quality delivery of learning programs to a diverse range audiences, with particular experience working with early childhood groups, school groups, youth and/or families
- Demonstrated knowledge and skills in the areas of environmental education, horticulture, science, humanities and/or civics and citizenship
- Creativity and the ability to generate new ideas for learning programs
- Current knowledge of OHS policies and procedures
- Knowledge of plants, sustainability, conservation, humanities or culture is desirable

Skills & attributes

- Exceptional skills as an educator or facilitator, as demonstrated by high-quality feedback from peers and student groups
- Creativity and the ability to generate new ideas for learning programs grounded in the varied learning needs of RBGV's audiences
- Demonstrated commitment to on-going professional development is an essential attribute for this position
- Prior demonstrable experience working cooperatively in a small team environment
- Flexibility and a positive attitude
- Proven ability to work effectively with a minimum level of supervision

Other

Pre-employment screening requirements

Before a final offer of employment is made, preferred candidates will be required to complete a pre-employment misconduct screening declaration and consent form. Further information on pre-employment misconduct screening requirement is available from the [VPSC website](#).

The preferred candidate will also be required to successfully complete a Police Records Check and Victorian Working with Children Check prior to commencement of employment.

Our commitment to diversity and inclusion

RBGV is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds.

It is a policy of RBGV to provide reasonable adjustments for persons with a disability. If you need assistance or adjustments to fully participate in the application or interview process, please use the contact listed under 'Position Details'.

Privacy and Probity

RBGV affirms that the collection and handling of applications and personal information will be consistent with the requirements of the Privacy and Data Protection Act 2014.

Records Management Obligations

You agree to comply with the *Public Records Act 1973* during the course of your duty where you are required by law to preserve, manage and utilise public records of the state

Child Safety

Our organisation is committed to protecting children and young people from harm. A Victorian Working with Children Check is required after successful appointment to the position as well as participation in a thorough child safety program to ensure the safety and wellbeing of children and young people whilst in our gardens.

Other Reasonable Management Direction

In addition to the duties outlined above, you are also required to perform such other duties as may be directed by your supervisor or management provided these are within your competency or training.