



POSITION DESCRIPTION

Education Manager

Position Title: Education Manager
Type of employment: Part-time
Hours: 0.6 EFT – 22.5 hours per week
Classification: Level 4 Pay Point 1 Social and Community Services Award Dec '20
Salary: \$ 47,323 per annum, including 9% super.

Our mission

A healthy Werribee River and catchment waterways by 2070, giving life to a modern, sustainable and culturally rich community.

About our organisation

The Werribee River Association Inc. (WRA), established in 1981, is a not-for-profit waterway protector whose purpose is to work with the community to protect the natural environment and promote sustainable living practices.

The history of the organisation is rooted in advocacy and volunteerism for the environment and human health. In recent years, the organisation has grown, now with part-time staff, 100+ members, 400+ volunteers, and is well on its way to becoming a vibrant environmental agency.

Education is described as a key objective of the Werribee River Association in the Strategic plan 2019-24.

WRA's current strategic directions include:

Community - Develop ways in which the community can contribute to the care and protection of the River Catchment and waterways

Education - Champion environmental education and awareness about waterways including threats to their well-being and seek opportunities for enhanced protection

Organisation - Professionalise the Werribee River Association

Partnerships - Build on and develop new strategic partnerships which assist the river & waterways

Science - Ensure we use sound science in the strategies we pursue, activities we participate in, and our engagement with others

For more details about the organisation please visit our website:

www.werribeeriver.org.au

ABOUT THE ROLE

This position will undertake the broad educational and development duties for the Werribee River Association, supporting school and community based educational programs and developing systems and processes to embed education as a successful business practise for the organisation.

The **Education Manager** will be part of a small team that works collaboratively to achieve the vision, missions and values of the organisation:

Relationship with others

| | |
|--------------------------|---|
| Reports to: | Werribee Riverkeeper/CBD Manager/Board |
| Supervises: | Contract Staff |
| Internal liaison: | Board of Management, WRA Staff, Members, Volunteers |
| External liaison: | Schools, community, government, and partners. |

KEY RESPONSIBILITIES:

Organisational work to develop and deliver educational services

- Strengthen and expand WRA's educational programs and services
- Produce a seamless fee-for-service system for educational administration
- Partner with others to develop and deliver new educational opportunities
- Write project proposals and grant applications to support educational outcomes
- Coordinate activities and communications associated with educational projects
- Facilitate training to support community environmental leaderships
- Support capacity building activities for WRA board, staff, members and volunteers
- Manage all physical, financial & human resources associated with educational services

Work with a community of learners

- Support students and tertiary partners for placements, projects and partnered work
- Create new educational opportunities, i.e., conference and community events
- Co-design educational experiences for diverse communities
- Develop projects across different sectors, beyond the environment and education sector, to widen the learning community
- Support citizen science and participatory forms of learning

Marketing & messaging

- Support the marketing of WRA educational services
- Develop new educational marketing material
- Co-design new educational resources with culturally diverse communities
- Represent WRA at festivals and key events

Relationships & development work

- Network with schools, government and partner agencies to promote WRA's educational services
- Identify and respond to grant opportunities to sustain the role
- Undertake additional duties that may arise from new funding and projects

KEY PERFORMANCE OUTCOMES:

Organisational & Educational Leadership

- Able to design, develop and support WRA educational resources
- Able to develop networks and support for partnered projects
- Able to work with diverse stakeholders
- Ensure the WRA activities, events and contractual staff comply with WRA organisational requirements
- Identify and respond to opportunities to grow and sustain the role
- Contribute to reporting processes for the role and organisation requirements

Teamwork

- Support WRA staff, volunteers and contractual staff and relevant stakeholders on collaborative projects
- Support WRA staff, board, members and volunteers in learning and professional development
- Participate in workshops and meetings with staff, volunteers and others

Marketing

- Prepare marketing and educational material
- Support the distribution of WRA marketing collateral
- Identify and respond to opportunities for marketing and education

Accountability

- Responsible for achieving key responsibilities and performance outcomes as described
- Required to work within the WRA values, mission, policies and strategic directions
- Required to regularly consult the Executive Officer regarding overall work directions

SELECTION CRITERIA:

- Experience in developing and delivery of educational services
- Experience in environmental education and/or leadership
- Understanding of the relevant networks and key partners in Melbourne's west
- Excellent interpersonal, communication and presentation skills
- Ability to represent the organisation
- Ability to undertake broad administration and project development duties
- An enterprising self-starter, able to work autonomously and within teams
- Willing and able to work flexible hours
- Vehicle and licence desirable

THE POSITION

The position will be offered for a period of 12 months, and maybe ongoing subject to funding. The position requires an experienced and motivated individual who is passionate about the environment and human health, self-driven and able to work independently.

Contact us for any enquiries:

Contact Lisa Field Community & Business Development Manager
0433 559 530 or lisa.field@werribeeriver.org.au

Contact John Forrester Werribee Riverkeeper
0401 854 560 or riverkeeper@werribeeriver.org.au