

Education and Curriculum Support Officer



Responsible to: Executive Officer

Responsible for: volunteers, consultants

External relationships: Schools, teachers, EEV members, Department of Education, Victorian Curriculum Assessment Authority, EEV program partners, funding agencies.

Internal Relationships: EEV staff, EEV board

Location: 2/60 Leicester St, Carlton.

Salary: Hourly Rate: \$39.80 + superannuation

Status: Temporary, till July 31, 2022

Hours: 8 hours per week, with potential for additional hours based on funding

Start: ASAP

About Environment Education Victoria

Environment Education Victoria (EEV) is the peak body for Sustainability and Environment Educators. We connect and engage with individuals and organisations across early learning centres, primary schools, secondary schools and universities, and community education programs. Our membership and support extend to the broader community, Local Government and the corporate sector. EEV delivers the ResourceSmart Schools Program in the Western Region of Melbourne, and the Barwon South West Region, we write and publish the VCE Environmental Science textbook, and keep our members informed through a monthly e-newsletter and our biannual professional journal, *Eingana*.

We are a dynamic, values driven organisation, with a small, dedicated team who are interdependent and reliant on each other. We are looking for staff who are comfortable working within the 'grey' spaces to find solutions which make connections across professional boundaries, and who are confident to make informed decisions to prioritise work. We are focussed on efficient ways to achieve outcomes. We value initiative, flexibility and adaptability.

EEV aims to *educate and inspire teachers, students, organisations and the community to ensure an empowered citizenry ready for climate adaptation and to make change for a sustainable future.*

EEV's Values

Pragmatic and Professional

We use recognised methods, research-based approaches and provide a high level of technical support to ensure reliable results.

Contextual and Place-based

We facilitate exploration, understanding and care for local environments

Learning Organisation

We take calculated risks and value the learning that comes when outcomes are not what we predicted.

Collaborative

We collaborate to build and share knowledge, approaches and successes.

Systems Thinking

We equip people to understand the connections between environmental, economic, social and political systems.

Participatory

We recognize that community participation is critical to the collective shift towards a sustainable society.

Change

We are brave, ambitious, innovative and creative in our efforts to create change.

We encourage reflection and critical thinking, and challenge accepted ways.

Inclusive

We engage with the diverse, cross-sector community of educators working in formal and informal settings.

We develop and promote educational materials to meet the needs of children of different ages, genders, cultures and abilities.

Aspirational

We engage people in envisaging diverse sustainable futures

About Environment Education Victoria's VCE Environmental Science support program

EEV provides professional development to support teachers in delivery of the VCE Environmental Science subject. This includes facilitating a VCE Environmental Science discussion board for teachers, contributing to a VCE Environmental Science teachers Facebook group, promoting relevant professional development session (both provided by EEV and other reputable organisations), sharing information about useful resources that are linked to the curriculum for VCE Environmental Science.

EEV provides specialised support to teachers new to teaching VCE Environmental Science, including a series of professional development workshops, digital lectures, and a series of digital resources to support teaching of VCE Environmental Science.

EEV designs and delivers a revision lecture for VCE Environmental Science students each year, and facilitates a live Q and A session.

EEV writes and publishes the VCE Environmental Science textbook, and other resources to support teachers to deliver the VCE Environmental Science subject.

About Environment Education Victoria's support for the cross-curriculum priority area of Learning about Sustainability

EEV provides advice and support to members and partner organisations on mapping sustainability education resources against the Victorian Curriculum.

EEV supports teachers and community educators to design and implement effective learning strategies for integrating sustainability education into education programs within the community and within formal educational settings.

EEV delivers the ResourceSmart Schools program in the Western Metropolitan and Barwon SouthWest regions.

Key Responsibilities

This position leads EEV's support of VCE Environmental Science teachers and students, and contributes specific expertise around Victorian Curriculum and VCE Environmental Studies units to programs and tools developed by EEV staff.

The role works collaboratively with all EEV staff, external stakeholders and project partners to deliver innovative products and programs to our stakeholders. The role includes project management and manages project budgets in consultation with the Executive Officer.

The Education and Curriculum Support Officer will be the driver and have key responsibility (in collaboration with others) for:

- providing advice on the Victorian Curriculum, mapping resources against the Victorian Curriculum, and contributing to ongoing curriculum design at EEV,
- designing and delivering professional development for teachers, and teaching resources which promote best practice in VCE Environmental Science teaching, (planning of learning, teaching and assessment),
- designing and delivering the VCE Environmental Science revision lecture, including organisation and facilitation of the live Q and A session, to students and teachers,
- providing specialised support to teachers and project manage the delivery of a series of digital resources to support teaching of VCE Environmental Science,
- supporting VCE Environmental Science teachers through moderating discussion boards and providing incidental advice, links to tools and resources, and brief analysis of relevant media,
- coordinating revisions to the VCE Environmental Science textbook,
- promoting EEV as peak body for teachers and community educators of sustainability and environmental science,
- developing relationships with peak bodies, including the Victorian Curriculum and Assessment authority, including participation on the VCE Environmental Science Advisory Committee, relevant academic and professional communities, to influence curriculum development around VCE Environmental Science and sustainability education,
- securing funding to develop innovative programs promoting sustainability education,
- program planning and evaluation
- other duties as agreed

Key Selection Criteria

Essential

1. A tertiary qualification in education.
2. Detailed knowledge of, and experience working with the Victorian Curriculum.
3. Classroom experience teaching VCE Environmental Science
4. High level communication skills with experience in presenting engaging and inspiring workshops.
5. Project Management, budget management experience and administration skills
6. Experience developing and maintaining effective relationships with stakeholders.
7. Well develop skills in collaboration, creative thinking and problem solving.
8. Highly developed time management skills, and the ability to prioritise in a busy work environment
9. Program evaluation experience and a demonstrated commitment to continuous learning.
10. Knowledge of Victorian environmental issues.
11. A valid Working with Children Check

Highly desirable

1. Tertiary qualifications, or significant experience in Environmental Science, Behaviour Change, Project Management, evaluation processes.
2. Experience in design of scientific experiments, environmental monitoring, citizen science
3. Experience in training / teaching adults and students.
4. Classroom teaching in a Primary or Secondary setting.
5. Extensive networks in Victorian schools, University academics, scientific community and community sustainability organisations.
6. Experience in applying for funding and maintaining relationships with funding organisations.
7. Experience developing teaching resources in a digital environment.
8. Experience in planning and delivery of events.

For more information contact jo@eev.vic.edu.au