

## Adult Education Manager Position Description

<b>Position Title:</b>	Adult Education Manager
<b>Position Supervisor/s:</b>	Executive Officer
<b>Location:</b>	20 Princes Street Carlton North, VIC 3054
<b>Work Type:</b>	Full-Time ongoing (0.8 FTE would be considered)
<b>Salary and conditions</b>	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016, Schedule: 3A Adult and Community Education Employees Level 9 Plus superannuation
<b>About Carlton Neighbourhood Learning Centre:</b>	
<p>Carlton Neighbourhood Learning Centre's (CNLC) vision is for a community that "connects people, creates opportunities and challenges disadvantage and inequity".</p> <p>Operating in Carlton and surrounding areas since 1973, CNLC is a values-driven community not-for-profit Neighbourhood House, Learn Local provider and Registered Training Organisation (RTO). We combine community development and environmental programs with adult education and training. Our values are belonging, respect, responsiveness, innovation, resilience and integrity. For more information visit the CNLC Website at <a href="http://www.cnlc.org.au">www.cnlc.org.au</a></p>	
<b>Position purpose:</b>	
<p>To plan, organise, promote and resource the Adult Education (AE) programs at CNLC and to ensure that these programs comply with all contractual and regulatory requirements and accountabilities and the CNLC Strategic Business Plan. AE Programs at CNLC include accredited English as an Additional Language (EAL) courses delivered under Skills First funding, the Adult Migrant English Program (AMEP), Skills for Education and Employment (SEE) and pre-accredited language, literacy, digital and employability skills courses funded by Adult Community and Further Education Victoria (ACFE).</p> <p>The Adult Education Manager is part of CNLC's Senior Management team and contributes to the strategic direction and policies of the organisation. CNLC operates out of various sites in the City of Melbourne and City of Yarra, with our head office located on Princes St. The Adult Education Manager will be based at our Princes St site.</p>	
<b>Duties / Responsibilities:</b>	
<p><b><u>Plan and deliver Adult Education programs:</u></b></p> <ul style="list-style-type: none"> <li>• Work with the CNLC Executive Officer (EO) and Community Development Manager (CDM) in planning and delivering a program of pre-accredited and accredited courses for each calendar year based on available funding, the overall mission and vision of CNLC, and the demonstrated needs of the community, including students' goals and pathways to Adult Education and Employment.</li> <li>• Coordinate &amp; supervise teaching and administrative staff employed within the AE program, including: recruitment, induction, identification of professional development needs, and the management cycle of professional review.</li> <li>• Maintain and develop internal course planning &amp; procedure documents related to all aspects of AE courses that communicate effectively to staff, result in a high-quality educational program, and fulfil all external compliance requirements.</li> <li>• Within the context of the CNLC planning process, consult local residents, industry, education and service providers in the local and surrounding communities to identify adult education needs and opportunities.</li> <li>• Evaluate programs, courses and overall service to ensure continuous improvement.</li> </ul>	

**Compliance & Reporting:**

- Ensure all tasks in CNLC Registered Training Organisation RTO Management Policy are completed according to the compliance cycle.
- Conduct annual self-assessment against current Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing Registration & ensure all courses on CNLC Scope of Registration are prepared for any external audit.
- Manage the contractual requirements of Adult Migrant English Program (AMEP), Skills for Education and Employment (SEE), Skills First and pre-accredited delivery under the ACFE Funding Agreement.
- Alongside Finance Manager, prepare monthly report for the Adult Education Management meeting
- Oversee the development of the best use of student management system VETtrak to meet internal needs of the program and external reporting requirements.
- Ensure monthly data uploads for Skills First and ACFE enrolments are in accordance with annual Victorian VET Student Statistical Collection Guidelines and contractual requirements.
- In conjunction with the EO, ensure that the RTO complies with the AQTF Standards across all of the relevant policies and operations and in all of its training/assessment activities.
- Plan and coordinate course delivery in line with standards of the AQTF, the current Victorian Registration & Qualifications Authority (VRQA) Guidelines

**Manage Adult Education Program:**

- Prepare the annual AE timetable in consultation with EO, CDM, and AE administration staff.
- Ensure that teachers and facilitators have adequate teaching resources
- Oversee pre-training review and placement of students to meet the requirements of the AMEP, SEE, and Skills First contracts.
- Support awareness and compliance of legislation requirements within the teachers team, in conjunction with EO

**Oversee and contribute to the promotion and marketing of Adult Education programs:**

- Promote and market AE programs according to the CNLC Marketing Policy
- Liaise with administration staff regularly to coordinate and monitor all marketing for all AE programs

**Maintain relationships with existing funding bodies and seek additional sources of funding:**

- Complete and submit all funding submissions, delivery plans and reports, within set timeframes and through a process of consultation with the Executive Officer
- Seek opportunities to tender for additional funding that applies to the Adult and Community Education area and that reflects the strategic and business plans of the organisation

**Participate in networks and develop programs in partnership with other agencies:**

- Participate in networks relevant to the Adult Education program, ensuring that relationships with other organisations are effective and mutually beneficial
- Where resources and opportunities that benefit CNLC exist, work with other training providers to develop joint programs in order to maximise opportunities for the community

**Manage and implement the use of digital literacy skills and blended learning across the organisation:**

- Initiate, encourage and advance CNLC's involvement in blended learning as resources allow
- Ensure the development of digital literacy programs in accordance with technological advances and wider trends in adult education
- Ensure professional development in ICT skills and blended learning are included in staff professional development plans
- Ensure that students are given the opportunity to develop digital literacy skills

**CNLC Team and operations:**

- Assist the staff team with day-to-day operations of the Centre
- Attend all staff meetings and complete set tasks as agreed
- Seek and attend professional development opportunities in accordance with CNLC's Professional Development policy
- Report to the EO and complete additional work as required within the scope of the role
- Take part in planning events and activities for the whole organisation
- Work in conjunction with administration & community development staff where relevant
- Prepare Adult Education Policies and Procedures as required
- Provide input into CNLC policies.

**Financial Duties:**

- Using CNLC financial policies and procedures, prepare, implement and manage the annual Adult Education program budget, in conjunction with Executive Officer and Finance Manager
- Ensure compliance with CNLC financial policies and report to Executive Officer on financial matters relating to all CNLC Adult Education Programs
- In consultation with the Executive Officer, oversee the administration of relevant fees and charges according to the CNLC Fees and Charges Policy and Procedure

**Qualifications:**

A minimum qualification of Certificate IV in Training and Assessment- TAE 40116 or equivalent is required. Qualifications in adult education or equivalent combination of education qualifications and adult education experience will be well regarded.

**Key Selection Criteria:**

1. Demonstrated management experience in planning, implementation, coordination and marketing of adult education programs, in particular courses in adult literacy and English as an Additional Language (EAL)
2. Knowledge of the Adult and Community Education sector and adult learning principles
3. Demonstrated ability to facilitate and contribute to a team environment and provide support and leadership to the Adult Education team of teaching staff and administrators
4. Demonstrated experience managing budgets
5. Successful experience in working with clients of culturally diverse backgrounds, awareness of the migrant experience, and ability to guide students to optimise their learning outcomes
6. Demonstrated skills in managing a complex program with multiple tasks, contractual requirements, and within tight time frames.
7. An understanding of the VRQA Guidelines for VET Providers and the AQTF Essential Conditions and Standards for continuing registration
8. Excellent stakeholder management skills including the ability to work with a wide range of people with diverse needs
9. High level of organisational skills and the ability to implement effective systems and processes which enable the smooth running of the adult education program
10. Ability to contribute to the Senior Management team and provide input into the strategic direction and human resource needs of the organisation

**Key Result Areas:**

- Compliance requirements of AQTF and VRQA are met.
- Compliance requirements of Skills First Contract are met
- Compliance requirements of AMEP and SEE programs are met
- Compliance requirements of Adult and Further Education (ACFE) contract are met.
- The AE Curriculum is appropriate to participant and community needs.
- Accurate and timely reports are prepared for the Committee of Governance, EO and Operations Team as required
- Appropriately skilled teaching staff are in place, favourably and productively employed and evaluated annually.

- Annual review of the Adult Education Program is conducted, to inform planning and continuous improvement for the next year's AE program and is undertaken in conjunction with stakeholders.

#### **Employment Requirements:**

- All staff are expected to abide by the CNLC Policies and Procedures
- All staff will abide by the agreed work outputs as per work plans and will discuss the same on a regular basis with their immediate supervisor as well as participate actively in the annual staff appraisal processes.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunities and a workplace free from discrimination and harassment.
- Appointment to the position will require the successful applicant to agree to a Police check. Please note that a conviction does not necessarily exclude the applicant.
- A six-month probationary period applies.
- CNLC is closed for two weeks between the December and January holiday period and all staff must take leave at this time.