

## Position Description



<b>Position</b>		ACFE Tutor of Digital Essentials
<b>Employer</b>		Holden Street Neighbourhood House Inc
<b>Reports to</b>		Engagement & Operations Coordinator
<b>Location</b>		128 Holden Street Fitzroy North 3068
<b>Award</b>		Neighbourhood House & Adult Education Centre Collective Agreement 2024, Schedule 3D: Tutors and Teachers
<b>Classification</b>		Commences at Tutor 2, with a 1.25 loading for administration, assessment and consultation work – hours range from \$39 to \$45 per hour (@ 30.06.2026
<b>Tenure</b>		Fixed Term Contract July 14 to December 2026 (initial)
<b>Class hours</b>		Tuesdays 9.30am to 12.30 pm (in school terms)

Holden Street Neighbourhood House (Holden Street) is a well-established community centre located in North Fitzroy in the City of Yarra, close to the border of the cities of Darebin and Moreland. Holden Street provides educational, recreational and skill-based programs at low cost and is a model for and promotes environmental sustainability. It also offers information, social support and other community activities. Programs support people with disabilities, senior citizens and people from diverse, cultural and linguistic backgrounds.

Holden Street receives regular funding from the Victorian Department of Families, Fairness and Housing, the Department of Education and Training (DET) and the City of Yarra. Holden Street is committed to the safety of the community and has specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments. We actively support the Child Safety Standards. Further information including the Mission, Vision, Values and House program of activities is available at [www.holdenstreet.org.au](http://www.holdenstreet.org.au)

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**Key Position Objective:** To plan, teach and assess adult education classes to adults of all abilities, under the DET Adult Community and Further Education program (ACFE).

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### Responsibilities

1. Conduct initial assessment followed by regular assessment throughout the program
2. Follow curriculum and resources appropriate to student levels and needs
3. Teach using strategies appropriate to student levels and needs
4. Provide direct support to and as appropriate refer students to Engagement & Operations Coordinator or outside agency for appropriate support and/or information
5. Maintain accurate, accessible and up-to-date documentation according to ACFE audit requirements relating to curriculum and student attendance and progress
6. Conduct an assessment and report on the course, advising the Engagement & Operations Coordinator of any issues and recommending improvements

### Key Selection Criteria

1. Demonstrates ability to plan, deliver and conduct assessments for adult education classes and working with students from diverse backgrounds
2. Experience of, and interest in people with mild disabilities and the ability to apply appropriate teaching strategies to meet their learning needs
3. Proven written and verbal communication skills, demonstrates ability to effectively communicate ideas through a range of methods

4. Ability to engage with students and resolve any issues arising to maximize learning for the participants
5. Computer literacy and experience of basic IT troubleshooting

### **Organisational relationships**

**Reports to:** Engagement & Operations Coordinator

**Internal Liaisons:** Staff and volunteers

**External Liaisons:** Funding body representatives, other Learn Local staff

### **Qualification**

Cert. IV in Workplace Training and Assessment preferred but not essential

### **Requirements**

- Experience working with adults with a disability desirable
- Sound knowledge and experience of basic IT troubleshooting desirable
- Good understanding of MS Office suite desirable
- Use of personal mobile for two step authentication purposes required
- Mandatory Victorian Police check and Working with Children check required

### **Other Terms and Conditions of Employment**

#### **Responsibilities carried out by all ACFE staff**

1. Maintain excellence in customer service, a respectful and inclusive attitude to diversity, and commitment to continuous learning and improvement
2. Provision of verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility
3. Working within the staff team and adhering to organisational policies, procedures and the Agreement as they are promulgated from time to time
4. Accountability for maintenance of a safe working environment
5. Participation in the Holden Street's Staff Development including setting of performance measures, skills development plan and performance appraisal feedback system.

#### **Additional Information**

- A three-month probationary period applies to this position.
- The incumbent must have capacity to work remotely with access to Wi-Fi
- The incumbent must have a personal mobile telephone (required for two step authentication procedures only).
- ICT equipment can be provided by Holden Street as required.
- Appointment will be subject to results of Police Check and Working with Children check results.

### **How to Apply**

Applications including a cover letter addressing the key selection criteria, a current resume and details of 2 referees are welcome, to be directed to [manager@holdenstreet.org.au](mailto:manager@holdenstreet.org.au).

Interviews will be held asap with the aim of having the successful applicant commencing 14<sup>th</sup> or 21<sup>st</sup> July 2026.

**Enquiries:** Manager Mary Parfrey on 9489 9929, Monday to Thursday.