

Position Description

Learning Facilitator



Position Purpose

The Casual Learning Facilitator is responsible for facilitating learning programs for audiences from 4 to 84 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, plant science, heritage, humanities and/or civics and citizenship is an essential element of the position.

Position details

Position title:	Learning Facilitator
Position number:	421668, 421670, 421674, 421684, 421688, 421689, 421882, 421883, 421983, 422101
Classification:	2.2
Division:	Experience and Engagement
Branch:	Learning and Community Engagement
Work location:	Melbourne Gardens with travel to Cranbourne Gardens as required
Reports to:	Senior Learning Facilitator
Direct reports:	☐ Yes ☒ No

About the Royal Botanic Gardens Victoria

For over 175 years, Royal Botanic Gardens Victoria has connected people with nature: originally at a heritage-listed landscape in the heart of Melbourne and, more recently, with the addition of a contemporary native garden set within a natural bushland reserve at Cranbourne. These sites are home to extraordinary landscapes, innovative public programming and world-leading plant science, horticultural science and conservation research.

Beyond their physical beauty, the Gardens also contribute to global and local biodiversity knowledge, through research, discovery, protection, cultivation and restoration of rare and threatened plant species, both ex-situ and in the bushland, and as the insurance policy for a state's unique flora pre- and post-bushfire recovery.

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Royal Botanic Gardens Victoria is also the custodian of the \$425 million State Botanical Collection (including over 1.5 million preserved plants, algae and fungi), housed within the National Herbarium of Victoria, and is a hub for global plant knowledge, with internationally recognised biodiversity management and conservation research programs.

The Gardens is also a steward for irreplaceable preserved plant collections, plant records, seeds and knowledge required for future generations to thrive; and is increasingly known for innovative engagement programs that highlight the role of nature in underpinning individual and community wellbeing, whilst fostering social inclusion for community benefit. It is also dedicated to stimulating conservation action and contributing to climate resilience, lifelong learning and unique memories for all visitors, at every stage of their lives.

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

Context

The Division

The Experience and Engagement division is responsible for curating visitor and audience experiences at RBGV, offering welcoming support and services, while delivering a range of diverse, relevant and engaging programs and events including onsite and online storytelling. Its work encourages a deep connection with nature, culture and science whilst also generating revenue for RBGV. Its work enables RBGV to fulfill its public mandate, delivering cultural, educational, scientific, economic and tourism benefit for the state of Victoria and embodies our mission to champion the role of plants and botanic gardens for the wellbeing of people and the planet.

The Branch

The Learning and Community Engagement branch is responsible for developing and delivering a suite of multidisciplinary learning and participation programs, including First Peoples programs, community engagement initiatives, curriculum-based programs, and community conservation projects. These programs aim to foster a deep connection with nature, culture, and science by empowering communities to actively participate in conservation efforts and sustainable practices. Designed to be engaging, respectful, challenging, and relevant to diverse audiences, the programs are informed by principles of program vibrancy, social inclusion, respect for First Peoples culture and knowledge systems, and a commitment to nurturing stewardship of the environment.

Key Accountabilities

- Effectively 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

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- 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, Humanities, Community engagement 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 experience working with early childhood groups, school groups, youth and/or families
- Demonstrated knowledge and skills in the areas of environmental education, sustainability, science, horticulture, 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
- Adaptability and willingness to deliver learning programs across age levels and varied learning needs
- Demonstrated commitment to on-going professional development
- Positive attitude and demonstrable experience working cooperatively within a team
- Proven ability to work effectively with a minimum level of supervision

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

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The incumbent must satisfy a national criminal check. A current Working with Children check is required to adhere to the RBGV Child Safe Program, which includes a thorough safeguarding children and young people induction and online training to uphold the safety and wellbeing of children and young people. Upon appointment, all incumbents will be required to sign the RBGV Child Safe Statement of Commitment.

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.