

POSITION DESCRIPTION

Project Officer, Waste and Resource Efficient Schools: Online Learning Project

Reporting

The position is accountable to the Manager - Education and Training, Gould League.

Position Details

This is a 12 hour per week (0.3 EFT), 12 month contract position to the end Oct 2010 as part of an EPA grant.

This position is flexible for the hours to be worked over 2 – 4 days, there is a preference for at least one day from 10am – 4.30pm. Some flexibility is needed as there are some full-day training sessions required.

The role is based in our Moorabbin office, with some travel required.

There is a 2 month probationary period.

Education and Training Team

The Education and Training Team is a multi-skilled, collegiate team working across a number of programs and projects, including:

- ◆ whole-school programs
- ◆ student-based programs
- ◆ professional development for teachers and other education staff

We work together with the rest of the Gould League team to re-build and expand the quality of the brand, networks and programs in a positive manner.

Staff are encouraged to show initiative, self-direction, be pro-active in their role and to have constructive input into the direction of programs where appropriate.

Specific Accountabilities

Manage and deliver the EPA's Waste and Resource Efficient Schools Online Learning Program to between 8-12 schools based around the West Footscray area.



Primary

1. Inviting applications and selecting schools using Gould League's established communications process.
2. Developing workshops and other relevant content with a student-centred focus.
3. Delivering training workshops to schools, and ongoing mentoring and support.
4. Managing and meeting budget requirements.
5. Measuring, recording and reporting school's resource use and savings.
6. Managing day-to-day administration and liaison with tech support.
7. Function as a positive and effective member of the Gould League team.
8. Accept guidance and constructive criticism.
9. Any other duties as requested by the Manager Education & Training.

Preferred

We would ideally like the candidate to become part of our student excursions and outreach programs delivery team (marine, biodiversity, recycling and water), with the availability to do additional hours on an as-needed basis.

Selection Criteria

Essential

1. Highly experienced in environmental or sustainability education
2. Extensive experience with schools
3. Ability to develop high quality workshops and training materials
4. Experience with online learning/content management systems, including uploading content, using chat/discussion forums, managing content.
5. High level workshop presentation skills
6. High level interpersonal and communication skills
7. Good Microsoft Excel or Access data management and reporting skills
8. Driver's licence and vehicle

Preferred

1. Experience in resource recovery, waste-stream reduction and recycling education
2. Teaching qualification – Bachelor or Diploma





Contact Details

General inquiries: Angela Lyle 9532 0909 or email: angelal@gould.org.au

Submitting applications

Email (preferred): anitak@gould.org.au

Fax: Attention Anita Kosterlitz, 03 9532 2860

By post: Attention: Anita Kosterlitz, Gould League, PO Box 1117, Moorabbin Vic 3146

