

## Position Description

<b>Title</b>	Environmental Sustainability Education Coordinator
<b>Function</b>	Delivering and coordinating education programs
<b>Salary</b>	Based on skills and experience
<b>Location</b>	Moorabbin, Victoria

### The Organisation

Gould League is Australia's oldest environmental education organisation, delivering online, published and face-to-face sustainability and environmental education to the community. We work as a small, flexible, collegiate team – with multi-skilling and multi-tasking a requirement. Staff must be highly professional, independent and proactive, show initiative and strong self-management skills and communicate effectively with other team members.

### The Function

The Environmental Sustainability Education Coordinator's primary function is to ensure high quality end-to-end education program delivery. This includes excursions to Moorabbin, Ricketts Point, Beaumaris and other sites, incursions/outreach to schools, teacher professional development and multi-visit whole school programs. Responsibilities include: delivering face-to-face sessions, education program booking, delivery and post-visit administration, managing education officers / presenters, responding to customer inquiries and some marketing and communications.

### The Role

Reports to: Executive Officer

Direct reports: Sessional, contract and ongoing education officers/presenters

Team: Works closely with project development and delivery staff and specialist contractors



## Key Accountabilities

1. Face-to-face teaching of excursion and outreach programs to schools across marine, biodiversity, waste minimisation, water conservation and other related themes to early childhood, primary, secondary and special education levels, as well as the general community.
2. Managing all aspects of school bookings, including rostering staff, invoicing and ensuring the centre and equipment is maintained.
3. Recruit and train new staff as required and manage all aspects of existing staff.
4. Day-to-day communications including responding to email and phone inquiries, fulfilling orders from our online shop including memberships.
5. Coordinate and deliver teacher/educator and pre-service teacher/educator professional development.
6. Coordinating and liaising with external contractors as required.
7. Meeting internal and external reporting requirements, budgets and timelines.
8. Function as an effective member of the Gould League team internally, and present Gould League professionally in all external communications roles and activities.
9. Work professionally to all Key Performance Indicators.
10. Participation in other programs/projects, and development and support of other team members will be required from time to time.
11. Any other duties as requested from time-to-time by the Executive Officer.

## Selection Criteria

### **Essential:**

- Tertiary education qualification or equivalent experience in education.
- Demonstrated experience or qualification in environmental or sustainability field.
- Delivery of education programs in early childhood, primary, secondary or specialist education.



- Project or program coordination including budget management and reporting.
- Staff supervisory and training experience.
- High level written and verbal skills.
- Current driver's licence and own vehicle.

### **Highly regarded:**

- Training or experience in Victoria's ResourceSmart AuSSI Vic Framework.

## **Additional Information**

**Employment engagement:** This position is initially a contract position until December 20, 2012 with the likelihood of extension dependent on ongoing bookings. It may require some work outside of standard business hours.

**Employment screening:** Appointment to this position is conditional upon satisfactory Police Record Check and Working With Children Check.

## **Application Submission**

To be considered applications **must** include a cover letter (maximum one page), response to each selection criteria (maximum four pages) and resume.

Please submit applications to [anitak@gould.org.au](mailto:anitak@gould.org.au) by close of business Friday 11<sup>th</sup> November 2011, with 'Application - Education Coordinator' in word-compatible or PDF formats.

If you would like your information kept on file for future opportunities, please include this in your cover letter.

For any further information, please contact Anita Kosterlitz via email: [anitak@gould.org.au](mailto:anitak@gould.org.au) or call +61 3 9555 5565.

