



Position Description Program co-ordinator

Position title:	Education Programs
Salary:	\$65,000--\$75,000 including 9% superannuation
Hours:	38 hours per week
Approval:	
Signature of Approving Officer	<i>Signed copy on file</i>
Name of Approving Officer	Dr Lesley Fitzpatrick
Position of Approving Officer	Chief Executive Officer
Approval Date	6 December 2010
Date of Effect	

Context

The Australian Rural Leadership Foundation was established in 1992 as a not-for-profit company, limited by guarantee in the Australian Capital Territory. The Foundation offers the Australian Rural Leadership Program, Training Rural Australians In Leadership (TRAIL), TRAILblazers and other innovative leadership programs to address the leadership development needs of rural and regional Australia and its primary industries.

Position Objectives

The primary objective of this position is to provide support to the Programs Manager and the Short Courses Manager by assisting in the development and delivery of the Foundation's leadership programs.

Duties and Responsibilities

- Assist in the development, design and delivery of leadership development programs and their evaluation and review.
- Work with the Programs Manager and the Manager of Short Courses to deliver current programs, particularly TRAIL, and tailored leadership development programs
- Liaise with subcontractors, guest facilitators and others involved in program delivery to ensure the effective management of programs.
- Develop relationships with current clients and potential clients
- Work with administration staff in venue and accommodation procurement and liaison and with those involved in function support prior to and during program delivery.
- Develop and document programs using frameworks that include learning objectives, curriculum components, assessment (if needed) and evaluation systems.
- Participate in the Foundation's corporate development and the advancement of its role and work within rural Australia.
- Assist and support other Foundation staff in their duties as directed.

Organisational Relationships

The occupant of this position:

- reports to the Chief Executive.
- works to the direction of, and managed on a day by day basis by, the Programs Manager.
- may be required to work with and coordinate others during planning and delivery processes.

Financial Delegations and Authorities

- Some financial delegations and authorities may be associated with this position
- The occupant of the position will develop and monitor budget information for designated projects and programs and may be required to certify invoices for payment.

Conditions of Employment

- Basic conditions of employment are set out in the common law contract used by the Australian Rural Leadership Foundation.
- Detailed conditions of employment are set out in the Foundation's Employee Manual.
- The occupant of the position may be located in an open plan work station environment.

Qualifications, attributes and experience

To perform this job successfully, an individual must be able to perform each essential duty competently. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Essential

- Qualifications or commensurate experience in education and training and/or a discipline related to educational facilitation.
- Experience in adult education and group facilitation.
- Proven ability to design and deliver personal and/or professional development programs addressing the development of leadership with a focus on experiential learning.
- Well developed analytical, educational development, research and problem solving, skills.
- Experience in scoping and developing educational projects and in managing/evaluating them.
- High level interpersonal and communication skills which engage others.
- A commitment to the development and sustainability of regional, rural and remote Australia.
- Capacity to work with minimal supervision.

Personal Attributes

- Maturity, life-experience, professionalism, courage, empathy, honesty, reliability, punctuality, flexibility, initiative and adaptability.

Reasoning Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to identify, collate and interpret information in a way that facilitates program development within the parameters of educational goals and resource implications.
- Ability to think strategically and creatively and to conceptualise the practical application and consequences of innovative ideas.

Communication and Interpersonal Skills

- Ability to relate one-to-one with adult learners and to provide appropriate guidance and support.
- Ability to communicate with and respond to questions from program participants, colleagues, sponsors, training personnel and key stakeholders.
- Possession of highly developed communication skills and the ability to present dynamic educational workshops.

- Ability to facilitate and develop leadership in individuals and groups.
- Ability to analyse and interpret research material, professional publications and technical documents.
- Ability to write and present reports to diverse audiences.

Management Skills

- Ability to develop and review processes and projects and to manage workflows and complex agendas.
- Capacity to operate flexibly in a small team and to collaborate effectively with colleagues and stakeholders.
- Capacity to deal with the dynamics of a changing environment and the competing interests of stakeholders.
- Ability to be self-directive and cognisant of the differing roles and responsibilities of team members within the organisational structure.
- Willingness to demonstrate leadership and to respond to direction from the Programs Manager and/or the Chief Executive.

Additional requirements

1. Some interstate travel, as well as occasional work outside normal office hours, including weekends.
2. Participation in outdoor activities is require so good health and fitness is essential.
3. A current driver's license is required.

Selection Criteria

Essential

1. A well-developed conceptual and practical understanding of adult education and its applicability to leadership development and delivery within rural Australia.
2. Proven experience in developing, delivering and evaluating educational programs for adults with a focus on experiential learning.
3. Experience and facility for interacting effectively with individuals with differing levels of competence and confidence in challenging situations and providing appropriate guidance and support.
4. Proven capacity to manage emerging issues, adapt structures and approaches where appropriate, and implement programs in ways that meet timelines and the requirements of key stakeholders.
5. Prior experience in liaising and negotiating with providers, subcontractors and clients involved in the planning, delivery and staging of a short-courses / educational program.
6. Experience with teamwork and working effectively in a small dynamic organisation in a changing and competitive environment.
7. Excellent communication and interpersonal skills.
8. Proficiency in the use of information technologies for administrative and educational purposes.

Desirable

- Current qualifications in first aid would be highly regarded.

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