



Position Description

Position Title:	Community Training & Education Manager
Classification:	Level 6, Social, Community, Home Care and Disability Services Industry Award 2010
Salary Range:	\$90,439 - \$94,436.16 (+ 9.5% Super Guarantee, 5 weeks annual leave, salary sacrifice arrangements)
Status:	Full Time contract to 30/06/2022; contract date extension available pending ongoing organisational funding
Reports to:	General Manager
Direct Reports:	1
Role Function:	The Community Training & Education Manager develops, leads and grows AMRRIC's fee for service training delivery opportunities, as well as manages the day-to-day operations of AMRRIC's Education Programs, to improve the health and wellbeing of companion animals in rural and remote Indigenous communities.

Key Responsibilities:

Program Management

- Lead AMRRIC's fee for service training delivery program
 - Manage and oversee the development of AMRRIC's accredited training resources for delivery against newly endorsed units supporting remote animal management activities
 - Develop and implement an engagement plan for AMRRIC's new training opportunities including delivery of accredited and non-accredited training
 - Establish relationships and work with Registered Training Organisation's to develop and maintain a structure to support AMRRIC's involvement in the delivery of relevant accredited training.
 - Manage and oversee the implementation and delivery of AMRRIC's training programs
- Lead and manage AMRRIC's Education Programs
 - Determine AMRRIC's education program needs, schedule programs, identify resources required and their source, plan and implement programs within resource capacity, evaluate completed programs.
 - Develop and manage AMRRIC's Education Programs budget, including with the General Manager and CEO to identify pricing structures and funding opportunities, and where applicable, ensuring the use of grant funds in accordance with agreements



- Work with the General Manager to develop and implement an education and training strategy for the organisation which aligns to of AMRRIC’s Strategic and Business Plans.
- Provide oversight as well as maintain involvement (including delivery) in regular school and community-based education programs.
- Within scope of above, manage, mentor and support Education Officers in their program delivery role.
- Work with staff to ensure development of resources for all education and training programs meet the needs of the audience, are kept current, are engaging, and meet the compliance requirements of any government or stakeholder training partner including Registered Training Organisation standards.
- Take responsibility for the logistics of education and training programs. This includes WHS and equipment maintenance prior to and following program delivery.
- Manage the development and ongoing implementation of appropriate data systems to enable AMRRIC to monitor and evaluate progress against short- and long-term goals.
- Respond to requests for assistance related to education needs and capacity building opportunities from community and members of the public. Follow up on these requests and scope for intervention needs and opportunities.

Advocacy & Stakeholder Engagement

- Develop and expand relationships within the education and skills development and training industries to raise the profile of AMRRIC’s educational offerings
- Maintain collaborative relationships with Indigenous communities and all stakeholders.
- Represent AMRRIC at public forums, community meetings, and conferences.
- Work with team members to develop stories and awareness raising material for the promotion of the work of AMRRIC.
- Ensure AMRRIC’s client relationship management database, and any other relevant system(s) are maintained for all stakeholder engagements with AMRRIC

People Leadership and Management

- Provide visible and positive leadership to staff and volunteers.
- Ensure a positive and safe work environment where the efforts of staff and volunteers are recognised and where they are encouraged to develop to their optimum potential.
- Provide relevant training and learning opportunities for all staff including appropriate mentoring and leadership support.
- Manage staff performance as required and ensure that all annual staff appraisals/ performance reviews are relevant, constructive and completed in a timely manner.
- Ensure training staff qualifications and professional development hours are maintained for compliance

Professional Development

- Attend and contribute to AMRRIC staff meetings.
- Participate in regular professional development, including VET currency.
- Willingness to undertake training to build cultural competency.
- With the support of AMRRIC veterinary staff, develop and/or maintain relevant knowledge around animal health and management.





SELECTION CRITERIA:

Essential Experience

- Current Certificate IV in Training and Education, or a diploma or higher level qualification in adult education and a minimum of 5-10 years demonstrated education and/or training experience
- Demonstrated experience developing, implementing and delivering Vocational Educational and Training (VET), including experience working collaboratively with Registered Training Organisations (RTOs), and ensuring standards / compliance within the Australian Core Skills Framework
- Demonstrated experience in the development of VET training resource development and/or community-educational material development, for culturally and linguistically diverse (CALD) populations
- Demonstrated experience in providing training within a remote context
- Demonstrated leadership and staff and contractor management, including successful conflict management skills
- Demonstrated experience in program or project management, including the successful management of budgets, conflicting priorities and deadlines
- Demonstrated excellent verbal/written communication skills with a diverse range of stakeholders, including the ability to relate to, motivate and empathise with a range of people from different backgrounds
- Demonstrated experience in the development of contextually appropriate monitoring and evaluation systems
- Demonstrated enthusiasm for and commitment to animal and Aboriginal and Torres Strait Islander community health and wellbeing

Additional Requirements

- Previous experience in a not for profit environment is desirable.
- NT manual driver’s license
- 4WD experience is desirable
- Current First Aid Certificate, or willingness to obtain
- Ability to obtain a non-disclosable Australian National Police Check and Working With Vulnerable People (including children) clearances in all states/territories.
- Flexibility and willingness to travel and stay in remote communities; work outside of regular business hours may be required

Manager Name:

Signature:

Date:

Employee Name:

Signature:

Date:

Version	Date	Changes	Who
V1	23/11/18	Development of Document	BR
V2		Amendments to document	M.White
V3	07/08/20	Final Amendments to document	LS, BC
V4	27/05/21	Review and Amend/Update Document	BC, BR, LS

