



Adult Learning Manager

Hours: 24 hours per week (days and times negotiable)

Award: NHACEC Collective Agreement 2010

Level: ESPSE – Level 7

Reports to: CEO

Organisation: Mountain District Women’s Cooperative Ltd, trading as Mountain District Learning Centre.

Location: 15 The Avenue, Ferntree Gully Vic 3156,

Conditions: The Adult Learning Manager is a permanent part-time employee, under the terms and conditions set out in the NHACE Agreement 2016, subject to continuing funding and regular satisfactory performance reviews.

Position Context: Vision of MDLC: Connecting and Strengthening Community in the Mountain District and surrounds.

Mission Statement: Mountain District Learning Centre (MDLC) is a Learning and Community Centre whose purpose is to enhance the lives of people in the area of the Mountain District. It does this by providing education in a supportive environment and by building stronger communities.

Mountain District Learning Centre is a child safe employer. Employees at MDLC must have and maintain a commitment to child safety and adhere to MDLC Child Safety and Wellbeing policies and procedures.

MDLC is an equal opportunity employer and supports a culture of inclusiveness.

Organisational Values:

- We recognise the equal value of all people.
- We operate responsibly, honestly and with accountability.
- We work with compassion to enhance the lives of all.
- We collaborate openly and respect the views of others.

Position Summary The Adult Learning Manager’s role is to develop and manage pre-accredited courses in consultation with the CEO and Board of Directors of MDLC.

Direct Reports: Tutors



Key Duties:

Management

- Manage the Adult Learning Program.
- Plan and organise a suite of pre-accredited courses.
- Work collaboratively to plan and develop pre-accredited programs in consultation with other key stakeholders.
- Collaborate with the MDLC Team to further develop the Adult Learning Program.
- Seek to develop strategic partnerships and alliances.
- Undertake record keeping, documentation, timetables etc.
- Ensure course data is accurately entered on the Student Management System.
- Participate in the development and monitoring of applicable budgets.
- In collaboration with the CEO & Administration Manager, ensure effective classroom allocations are made.
- Participate in network and partnership meetings as appropriate.
- Prepare reports for the CEO and Board as required.
- Participate in appropriate conferences and other projects.
- In consultation with the Compliance Manager monitor and support compliance requirements for pre-accredited courses.
- Liaise with DJSIR Training & Participation Branch staff, monitor memos and support new initiatives.
- Submit the annual delivery plan to the Training & Participation Branch.
- Ensure MDLC complies with the Guidelines for Determining Student Eligibility and Guidelines for collecting Supporting Evidence as issued by DJSIR.
- Adhere to MDLC Policy and Procedures.

Program Delivery

- Support the delivery of outreach programs.
- Develop strategies to engage with learners and seek to identify new learner groups.
- Ensure successful delivery of allocated student contact hours as per the delivery plan.

Human Resources

- Select appropriate tutors and provide support to them.
- Conduct staff performance appraisals as appropriate.
- Coordinate professional development activities for tutors as appropriate.

Community Networking and Partnership Building

- Develop strategic relationships and build networks within the community and with industry as applicable.
- Connect to and promote MDLC to peak bodies, Councils, and other relevant associations
- Build strategic alliances and reciprocal agreements with other agencies and organisations.

Marketing and Promotion

- Provide course information to the community.
- In consultation with the CEO and tutors, ensure all Pre-accredited course information is accurately prepared and presented.



Key Selection Criteria

Qualifications and Experience

- Relevant experience in a similar educational setting.
- Understanding of community development principles.
- Experience developing Pre-accredited and Adult Literacy Programs
- Certificate IV in Training and Assessment (TAE10) preferred.

Requirements

- Working With Children Check
- Police Check
- 2 Referees

Experience, Knowledge and Skills

- Possession of excellent communication skills.
- An ability to develop strong working relationships with a wide range of people, organisations and networks.
- Knowledge and experience managing pre-accredited courses.
- Demonstrated understanding of the needs of learners accessing pre-accredited courses.
- Strong capacity for effective networking and partnership building.
- Ability to work as part of a team as well as independently.
- Ability to work to deadlines and within budgets.
- Competent computer skills.