



## JOB DESCRIPTION: COMMUNITY EDUCATION & PROJECTS OFFICER

JANUARY 2008

### POSITION SUMMARY

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Position	Community Education & Projects Officer
Employment FTE	Part Time 0.4 FTE (15 hours per week)
Employment	Employment conditions in accordance with the TAS Enterprise Bargaining Agreement
Salary	Social and Community Services Award - Level 5/6
Responsibility	The CEPO is responsible to the Executive Officer of TAS.
Supervision	Day to day supervision is provided by the Community Legal Education Coordinator.

### GENERAL OUTLINE OF POSITION

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To assist in the development, delivery, management and review of education & training programs and events aimed at residential tenants, potential residential tenants and the community workers who assist these groups.

### COMMON DUTIES

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Duties Applicable To All Staff (10%)

1. Attend staff meetings.
2. Work within TAS policy and procedures.
3. Develop and maintain relevant networks and links with relevant organisations.
4. Attend network and other meetings as appropriate.
5. Undertake suitable training opportunities.
6. Undertake own word processing and filing as appropriate.
7. Participate in supervision
8. Other duties as required.

### KEY DUTIES

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#### 1. COMMUNITY EDUCATION & TRAINING (30%)

- 1.1 Develop and deliver education workshops, training courses, seminars and information sessions to tenancy related consumer groups and professionals within metropolitan and regional areas.
- 1.2 Work within the Australian Training Quality Framework where applicable.
- 1.3 Assist in the evaluation of these education activities.

#### 2. EDUCATION PROJECT MANAGEMENT (40%)

2.1 Assist in the development, organisation and management of education programs and projects. This may include education publications & resources, forums, campaigns and community development education projects.

#### 3. ADMINISTRATION/GENERAL (20%)

- 3.1 Implement and contribute to the Community Legal Education (CLE) strategic education strategy & principles.
- 3.2 Undertake administration duties including: record keeping, data collation, project and reports.
- 3.3 Contribute to the identification of tenancy related policy and law reform issues.
- 3.4 Represent TAS on committees and forums relevant to CLE.

**NB:** The figures in brackets provide a proportionate indication of the extent to which duties in a particular work area are to be undertaken if measured over an extended time period. These are intended as guides only. It is expected that the proportions will alter in response to needs and other relevant considerations.



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### **SELECTION CRITERIA**

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#### **ESSENTIAL**

- Demonstrated experience in effective delivery of education, training and/or presentation skills.
- Demonstrated experience in project management.
- Ability to undertake research, review and evaluation of projects and apply action research approaches to the work.
- Good organizational skills, effective time management and ability to manage a varied workload.
- Well developed interpersonal, liaison and networking skills
- Ability to understand and utilize a community development approach.
- Good communication skills: ability to effectively write and produce reports and to communicate verbally.
- Understanding of social justice issues and human rights framework
- Demonstrated experience in working appropriately with culturally diverse or disadvantaged groups

#### **DESIRABLE**

- Applied knowledge of tenancy issues and tenancy legislation
- Training or Qualification in adult education
- Qualification related to human services, justice, welfare, social work, paralegal or advocacy.

**Effective as at January 2008**