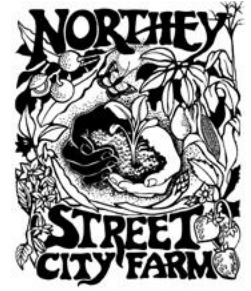


Northey Street City Farm

..... a place for learning about living sustainably in the city



POSITION: EDUCATION COORDINATOR

Northey Street City Farm is seeking a temporary part time coordinator for the Education Team. This appointment will be short term (at least 3 months) until our whole of farm review later this year.

The person will be responsible for the leadership and overall coordination of all Education activities encompassing the Permaculture Design Course (PDC), workshops, accredited Permaculture or horticulture training, school and other tours. In addition, the Education Coordinator will be responsible for all organisational aspects of the PDC. For each PDC conducted, a set fee will be paid in addition to the part-time salary. It is expected that the person will undertake some teaching and any teaching undertaken will be paid at the applicable pay rates.

Commencement: A commencement date of 13 September 2011 is envisaged.

Enquiries: Wendy Marchment, Education Coordinator, email: info@nscf.org.au

Work Location: Northey Street City Farm, 16 Victoria St, Windsor 4030 with some flexibility to work from home.

To apply: Please submit a statement addressing the selection criteria and a Resume, including three referees. Email to info@nscf.org.au by Thursday 1st September 2011.

POSITION DESCRIPTION

Position: Education Team Coordinator (including PDC Project)

Award: NSCF Staff Agreement – permanent part time

Hours: Eight (8) hours per week plus variable hours for PDC Project

Salary: Education Level 2 \$28.16p/hr with entitlements or \$35.20 as a contractor
Plus \$2500 per PDC paid in instalments 50% on Day 1 of PDC, 25% on Day 7 and 25% two weeks after the course finishes, subject to all responsibilities being fulfilled

Entitlements: Four weeks holiday per year, 9% super contribution, Workcover, sick leave, special leave, training leave, as defined in the NSCF Staff Agreement

Responsible to: Management Committee through the Education Team, reporting on a monthly basis

Education Coordinator Roles & Responsibilities:

1. Provide overall coordination and leadership of the education team and its educational activities.
2. Prepare, monitor, and review strategic and operational plans
3. Formulate the education budget and monitor financial performance
4. Work with Coordinators and Permaculture teachers to plan new education offerings and revise existing education offerings
5. Work with the Promotions Officer in ensuring appropriate content of promotional material and in promoting education offerings at various events
6. Arrange and facilitate meetings of the education team
7. Deal with personnel matters, including recruitment, pay and conditions, induction, professional development, human relations and conflict resolution
8. Liaise internally with:
 - Coordinators (Farm Tours, Workshops)
 - Teachers and Workshop facilitators
 - Office administrator
 - Finance administrator
 - Promotions officer
 - Management Committee members
 - Other team leadersto ensure appropriate communication flows, input/advice as appropriate from an Education perspective, provide support to education staff and in seeking appropriate support and/or approvals for proposed changes or activities that impact on other areas.
9. Liaise externally with:
 - Registered training organizations in relation to the offering of Accredited Permaculture Training (APT) or other VET matters
 - Industry associations, particularly Permaculture International Ltd in supporting APT and keeping up-to-date with national Permaculture issues
 - Funding bodies in respect of grant acquittals and other matters
10. Handle enquires from, and support students as required
11. Ensure course and student records are maintained
12. Attend Team Reps meeting and report to Management Committee as necessary

PDC Project Role Responsibilities

The Permaculture Design Course (PDC) is the 'flagship' education offering at NSCF and consistently receives very high satisfaction ratings from students. The focus of the course is on Permaculture design in an urban context, with most students living in suburban Brisbane. The PDC combines theory and the utilisation of NSCF as a demonstration site for Permaculture learning and hands-on activities. NSCF generally conducts 4 PDCs per year, 3 weekly PDCs and one 2-week PDC.

The PDC Project person undertakes an important role in being responsible for the overall coordination of the PDC. This involves ensuring the PDC is well organised and is part of a quality cycle of continuous improvement.

Ideally the PDC Project person teaches at least 6 half-day sessions of the course including the first half-day and the last-half day of the course. Casual NSCF teacher rates are applicable for any teaching done.

The PDC Project person is responsible for the following:

1. Coordinate the Permaculture Design Course (PDC) including:
 - scheduling of course timetable and teachers
 - reviewing and updating general information for admin officer to send to new students
 - review, updating, printing and compiling PDC folders
 - arranging transport for off-site excursions
 - ensuring appropriate teaching resources (consumables and books) are available
 - doing the introduction and welcome to the course
 - checking in regularly with students and being a point of call for questions/queries
 - communicating with students as required, eg itinerary of upcoming off-site excursions and what to bring, extra references and readings etc
 - liaising with and supporting, PDC teachers
 - liaising with other staff at the farm as necessary
 - liaising with relevant persons/organisations for off-site excursions
 - undertake, compile and disseminate evaluations from students
 - maintaining student records including marking of assessments as required
 - issue certificates to students after checking attendance records, all assessments completed and fees paid
 - any other tasks necessary for ensuring the PDC is well organised and students/teachers are supported
2. Undertake PDC development and improvement including:
 - continuous review and improvement of PDC curriculum and course as consistent with expectations of students, national standards and current research whilst remaining consistent with the prescribed text 'Permaculture – A Designers' Manual' by Bill Mollison (1988)

Selection Criteria:

Essential

1. Qualifications - Permaculture Design Course and Cert IV in Training and Assessment (TAA) or Cert IV in Training and Assessment (TAE)
2. Teaching experience
3. Management experience, including the formulation and monitoring of budgets
4. Strategic Planning experience
5. Demonstrated leadership ability
6. Excellent interpersonal and communication skills
7. Excellent organisational skills
8. Reasonably high level of computer literacy using email, the Internet, MS Word and MS Excel
9. Ability to work under negligible supervision, as part of a small team

Desirable

1. Cert III or higher in Accredited Permaculture Training (APT) – (Highly desirable)
2. Permaculture design, implementation and gardening experience
3. Working in community organisations, particularly community gardens
4. Grant writing experience
5. Experience in curriculum development

Working Environment

Northey Street City Farm is a non-profit community project on the banks of Brisbane's Breakfast Creek in the inner city suburb of Windsor. It has been developed for people to enjoy and participate in using the principles of Permaculture. It is also intended to be a demonstration site where people of all ages can learn through practical, hands on experience.

NSCF Mission Statement

NSCF is a dynamic, creative and diverse city farm based on mutuality, innovation and environmental sustainability.

NSCF Vision

NSCF aims to create a working model of a cooperative, community based, urban permaculture farm which demonstrates, promotes, educates, celebrates and advocates for environmental and economic sustainability in a healthy, diverse and supportive community.