



Resource is a national leader in the waste minimisation industry, operating Tasmania's largest reuse centre (the Resource Tip Shop at South Hobart) and other waste reduction and recycling initiatives.

Resource seeks to work with the community to achieve viable, sustainable, best-practice waste minimisation and quality service through continuous improvement of the business and operations, complemented by innovative community education, within a safe and satisfying work environment.

EDUCATION COORDINATOR

<u>Contract:</u>	Permanent part-time
<u>Hours:</u>	4 shifts (32 hours) per fortnight
<u>Reports to:</u>	Resource Board, General Membership, Coordinators, Operations Panel
<u>Works with:</u>	Coordinators
<u>Oversees:</u>	Education Officer, Arts Parts Manager
<u>Work location:</u>	Resource Office, McRobies Gully Tip Shop, South Hobart, and other sites as appropriate
<u>Wage:</u>	\$29/hour (level 8)
<u>Conditions:</u>	<i>Resource Work Cooperative Enterprise Agreement 2013</i> Full driver's licence and own vehicle
<u>Probation:</u>	3-6 months

Position Description

The three key aims of Resource are reducing waste, creating sustainable employment and educating in the reduction of waste. The Education Coordinator is responsible for facilitating and managing public education programs, education resources and media, and other educational activities of Resource. The Education Coordinator works with the other Coordinators to deliver on the aim of education as guided by the Board of Directors and the General Membership.

Duty Areas

1. Foster a safe and cooperative workplace.
2. Work within Cooperative framework and values.
3. Lead and manage Resource's public education programs.
4. Achieve the goals of Resource's Strategic Plan in relation to educational activities.
5. Manage the Resource Education Centre.
6. Work with the Board.
7. Work with the Operations Panel.
8. Work with the general membership.
9. Media and marketing.

Duties

1. Safe and cooperative workplace

- 1.1 Be responsible for Workplace Health and Safety and Duty of Care issues for all education activities.
- 1.2 In conjunction with the Resource Operations Coordinator, ensure the Education Centre is safe, functional and accessible.
- 1.3 Ensure members of the public understand, and are complying with, safety requirements during tours and workshops.
- 1.4 Comply with all Resource WH&S policies and procedures and monitor and implement change when needed.
- 1.5 Develop and maintain a positive team atmosphere.
- 1.6 Resolve any disputes or complaints from the general public or stakeholders in a firm, friendly and fair manner.
- 1.7 Immediately address and/or report any workplace hazards to Operations Coordinator.

2. Cooperative framework and values

- 2.1 Work within the Cooperative model, including actively participating in the consensus decision-making process and using established processes to resolve issues.
- 2.2 Assist workers with any other Resource project or task that requires help and for which you have sufficient training.
- 2.3 Work towards the Cooperative aims of reducing waste, creating employment and providing education.

2.4 Be familiar with and endeavour to follow the Resource values.

3. Resource's public education programs

- 3.1 Use physical (e.g. tours, workshops, events, presentations, traditional media) and online (e.g. social media, website, online resources) methods to educate the public about waste minimisation.
- 3.2 As above, use physical and online methods to educate the public about Resource's waste minimisation activities.
- 3.3 Facilitate the production of content creation on waste minimisation.
- 3.4 Maintain and develop educational and other appropriate networks at a local, state and national levels.
- 3.5 Develop and maintain connections with education stakeholders and partners and keep abreast of changes to the school curriculum which may affect workshop content.
- 3.6 Develop contact lists of suitable trainers and educators (both within and external to Resource) who can run workshops on behalf of Resource.
- 3.7 Undertake any training, as required by Resource.
- 3.8 Identify training and development needs for trainers and educators and facilitate their upskilling.
- 3.9 Be an advocate for Resource, including having knowledge of Resource's activities. Educate and induct new education representatives to be advocates for Resource Work Cooperative.

4. Education strategic planning

- 4.1 Contribute to the drafting of the strategic plan, and be responsible for implementation of education-related aspects of that plan within budget and timelines.
- 4.2 Seek opportunities that will deliver a financial return to Resource to ensure the sustainability of the education program.
- 4.3 Be aware of primary and secondary school curriculums, and how they may affect the education program.
- 4.4 Anticipate and assess the likely impact of new directions, initiatives and opportunities (specifically relating to education and environmental awareness) in the wider community to influence Resource's goals and strategic direction.
- 4.5 Monitor the external environment for risks and opportunities, and keep abreast of changes in areas pertinent to Resource's activities.

- 4.6 Develop and maintain strategic relationships with stakeholders (community groups, educational groups and institutions, local government, etc) to advance Resource's education goals.
- 4.7 Work with the Coordinator and Resource Operations Coordinator (ROC) to deliver education to local and state government where appropriate.
- 4.8 Take advantage of any opportunities to lobby local council, State and Federal Government around waste minimisation strategies.
- 4.9 Work with the Operations Panel and General Membership to include education in or around all possible Resource activities.

5. Resource Education Centre

- 5.1 Be the leading hand for the management of the Education Centre and the activities therein.
- 5.2 Work with the relevant Coordinators, Work Area Managers and operational units to coordinate different uses of the Education Centre (e.g. Arts Parts shop).
- 5.3 Develop, maintain and oversight booking systems, terms of use and preparation of the Education Centre space to ensure it is ready for workshops.

6. Work with the Board

- 6.1 Provide information as required by the Board to set, monitor and review the education program's strategic direction.
- 6.2 Develop, implement, and monitor plans for achieving the strategic direction as set in consultation with the Board.
- 6.3 Seek out and coordinate grant applications and community assistance proposals in consultation with the Board.
- 6.4 Ensure the Board of Directors is supported to carry out its role by providing information and advice on relevant strategic, service finance and management matters relating to the education program.
- 6.5 Such other tasks as the Board may, from time to time, determine.

7. Work with the Operations Panel

- 7.1 Attend monthly Operations Meetings.
- 7.2 Provide information and support as required by the Operations Panel to organise, monitor and develop site-wide operations pertaining to education.
- 7.3 Develop, implement and monitor operations pertaining to the education program and other departments.

- 7.4 Undertake training in each work area during the probationary period so as to understand what, how and why each department does what they do, in order to better educate the public about Resource's waste minimisation activities.
- 7.5 Work with the relevant operational unit to support their inclusion in education whether through passive delivery or active education.
- 7.6 Work closely with Finance Coordinator and Human Resources Coordinator to stay within budgets and rosters.

8. Work with the general membership

- 8.1 Report as required to the general membership.
- 8.2 Engage in and commit to consensus decision making.
- 8.3 Use open, two-way communication and, where appropriate, involve others in decisions and problem-solving.
- 8.4 Delegate responsibility in an appropriate manner.
- 8.5 Engage with the general membership in a meaningful way that includes education as part of the cooperative as a whole; and includes the cooperative's members in driving the direction of the key aim of education.
- 8.6 Any other tasks as the General Meetings may, from time to time, determine.

9. Media and marketing

- 9.1 Work with the Coordinators, Board, Operations Panel and other relevant members or workers to conform branding across all media, content, marketing and operations, in order to build a strong media profile.
- 9.2 Work with the Coordinators and other relevant members or workers to facilitate and manage production and distribution of media content portraying who Resource is and our waste minimisation activities.
- 9.3 Work with the Coordinators and other relevant members or workers to facilitate and manage the production and distribution of media content promoting innovation and engagement in reuse, repair, recycling, upcycling and other waste minimisation activities available to the public; while extending brand awareness.
- 9.4 Work with the Coordinator and IT department to stay up-to-date with any relevant media developments, opportunities, discussions or trends which may help Resource achieve its aims.