



NATIONAL TRUST AUSTRALIA (Victoria)

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Tasma Terrace, 4 Parliament Place, Melbourne 3002

POSITION DESCRIPTION

POSITION TITLE Learning /Program Coordinator at Gulf Station, Yarra Glen	PORTFOLIO/DEPARTMENT Learning & Interpretation	DATE December 2009	AUTHORISED BY Martin Green
REPORTS TO LEARNING & INTERPRETATIONS MANAGER RELATES TO: Property Unit Team Leaders	POSITIONS REPORTING TO THIS ONE Volunteers		REVIEW/EVALUATION 6 monthly
KEY ROLE The Learning / Program Coordinator is based at the National Trust heritage site Gulf Station at Yarra Glen. This position is responsible for providing education programs for students, taking group tours and the presentation of the property to the public including some cleaning duties.	POSITION OBJECTIVES <ul style="list-style-type: none">• Deliver education programs to visiting schools• Take tours of the property for visiting groups• Manage the Education Volunteers group• Assist in the basic presentation & cleaning of the property		
NATIONAL TRUST MISSION AND VISION <i>The mission of the National Trust of Australia (Victoria) is to be an independent membership organisation committed to the conservation of our heritage by its own action and by involvement and education of the community</i>			

KEY RESULT AREAS:

KEY RESULT AREA	KEY TASKS	KEY PERFORMANCE INDICATORS
Delivery of Learning Programs	Deliver an education program according to a session plan to a group of students Discuss with teaching staff from schools specific needs and modify plans accordingly Manage and direct classes of students in activities Help setup of resources and materials in readiness for an education program as directed	Reliability & Punctuality Effective in the presentation of program ideas Cooperative attitude Understanding of student learning levels and abilities Ability to change and alter plans according to need
Manage Education Group	Manage school bookings & volunteers roster Train volunteer guides in running school sessions	Organisation & Coordination skills Communication & people management skills Office Computer skills
Property Presentation	Take group tours Liaise with groups over the phone Maintain the site's appearance & cleanliness for visitors by doing some basic cleaning of amenities and the site	Clear and confident communicator Administrative skills Cleaning duties



COMPETENCIES – SELECTION CRITERIA

ESSENTIAL

1. Experience in Education or training at a professional level
2. Excellent communication skills
3. Cooperative and welcoming manner
4. Good organisational skills
5. Record of Reliability & Punctuality
6. Office Computer literacy
7. Qualifications in education, training, history or equivalent
8. Cleaning skills & level of fitness