

Position Description Community Education Coordinator

ACD Position Description

Position title: Community Education Coordinator

Status: Permanent Part-time (0.6)

Position reports to: Community Education Manager

Location: Surrey Hills (Hybrid work options)

About ACD

ACD is the leading advocacy service for children with disability and their families in Victoria. We are a not-for-profit organisation led by, and for, families of children with disability.

For more than 40 years we have been advocating to improve the lives of children with disability and their families. We focus on families raising children with any disability or developmental delay from birth to 18.

Our vision is an inclusive community where children with disability and their families thrive.

We work by:

- Empowering families
- Building inclusive practice
- Advocating to advance the rights of children with disability.

Position Summary

Each year ACD delivers more than 120 capacity building workshops for families and professionals across Victoria.

This role coordinates the Community Education team, co-develops high quality accurate training content, ensures the quality and consistency of training delivery, and program evaluation.

The Community Education Coordinator will play a key role in organising various workshops and projects, ensuring that presenters/facilitators and attendees have the best experience possible, and that families and professionals receive information which creates meaningful outcomes for them and their child. The coordinator will also be instrumental in supporting ACD's data collection, analysis, and reporting.

Position Description Community Education Coordinator

Key Responsibilities

- Coordinate the successful and effective delivery of workshops and community education projects across Victoria
- Support the co-development of content for ACD
- Support the development, collection, analysis, and reporting of outcomes
- Deliver workshops and information sessions as required
- Foster good relationships with stakeholders to actively promote and seek opportunities
- Support, develop or contribute to funding proposals and regular reporting for the CEO, ACD Board and funding bodies

Key Selection Criteria

1. **Experience of content or curriculum development, or in the development and delivery of adult training.**
2. **Communication skills:** Strong writing skills, including the ability to prepare material in jargon-free language for a variety of audiences, and excellent interpersonal and verbal communication skills with parents and professionals.
3. **Independent work and organisation:** Ability to work independently, meet deadlines, and demonstrate strong planning and organisational skills within established accountability processes
4. **Evaluation and reporting:** Proficiency in developing simple evaluation tools, collecting, analysing, and reporting outcomes
5. **Service system knowledge:** Understanding of the service system for families of children with disability, including the NDIS and education
6. **Technical skills:** Competent computer skills to undertake all computer-related work without assistance (Microsoft Office and Salesforce)
7. **Teamwork and inclusivity:** Commitment to working as part of a team and a commitment to working with a range of families of children with disability, including those from culturally diverse communities and First Nations families
8. **Qualifications and experience:** Tertiary qualifications in education, community services, or adult education, or extensive relevant professional experience
9. **Desirable experience:** Lived experience as a person with a disability or experience as a family member of a child with disability. People who identify as Aboriginal and Torres Strait Islanders or from a culturally diverse background are encouraged to apply

Position Description Community Education Coordinator

General Requirements

- Behave in a way that is consistent with ACD being a child safe organisation. Where the rights of children are protected and promoted, and the culture of Aboriginal children and families is valued. Successful child safety screening and assessment, including Police Record Check, Working with Children Check and referee checks.
- Demonstrate a commitment to ACD’s vision and mission.
- Comply with ACD Code of Conduct and policies and procedures.
- Other reasonable duties as requested.
- Right to work in Australia.
- Note: Our office is located on the first floor and has ramp and lift access. An accessible bathroom with hoist is available.

I have read the above Position Description and agree with the requirements of the position.
Signature
Name
Date