

## Adult Education Manager - Position Description

<b>Position Title:</b>	Adult Education Manager
<b>Position Supervisor/s:</b>	Executive Officer
<b>Location:</b>	20 Princes Street Carlton North, VIC 3054
<b>Work Type:</b>	Full-Time ongoing (job can also be split into two part-time positions – Adult Education Manager and Compliance Manager)
<b>Salary and conditions</b>	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016, Schedule: 3A Adult and Community Education Employees Level 9 Plus 10.5% (11% from 1 <sup>st</sup> July 2023) Superannuation
<b>About Carlton Neighbourhood Learning Centre:</b>	
<p>Carlton Neighbourhood Learning Centre’s (CNLC) vision is for a community that “connects people, creates opportunities and challenges disadvantage and inequity”. Operating in Carlton and surrounding areas since 1973, CNLC is a values-driven community not-for-profit Neighbourhood House, Learn Local provider, and Registered Training Organisation (RTO). We combine community development and environmental programs with adult education and training. Our values are belonging, respect, responsiveness, innovation, resilience, and integrity. For more information visit the CNLC Website at <a href="http://www.cnlc.org.au">www.cnlc.org.au</a></p>	
<b>Position purpose:</b>	
<p>To plan, organise, promote and resource the Adult Education (AE) programs at CNLC and to ensure that these programs comply with all contractual and regulatory requirements and accountabilities and the CNLC Strategic Business Plan. AE Programs at CNLC include accredited English as an Additional Language (EAL) courses delivered under Skills First funding, the Adult Migrant English Program (AMEP), Skills for Education and Employment (SEE) and pre-accredited language, literacy, digital and employability skills courses funded by Adult Community and Further Education Victoria (ACFE).</p> <p>The Adult Education Manager is part of CNLC’s Senior Management team and contributes to the strategic direction and policies of the organisation. CNLC operates out of various sites in the City of Melbourne and City of Yarra, with our head office located on Princes St. The Adult Education Manager will be based at our Princes St site.</p>	
<b>Duties / Responsibilities:</b>	
<b>Plan and deliver the Adult Education programs and manage the teaching staff.</b>	
<ul style="list-style-type: none"> <li>• Work with the CNLC Executive Officer (EO) and Management team in planning and delivering a program and timetable of pre-accredited and accredited courses for each calendar year based on available funding, the overall mission and vision of CNLC, and the demonstrated needs of the community, including students’ goals and pathways to Adult Education and Employment.</li> <li>• Coordinate &amp; supervise teaching and administrative staff employed within the AE program, including: recruitment, induction, identification of professional development needs, management cycle of professional review, teachers’ contracts, managing staff absences and relief teaching.</li> <li>• Maintain and develop internal course planning &amp; procedure documents related to all aspects of AE courses that communicate effectively to staff, result in a high-quality educational program, and fulfil all external compliance requirements. Ensure teachers have adequate/appropriate teaching resources.</li> <li>• Within the context of the CNLC planning process, consult local residents, industry, education and service providers in the local and surrounding communities to identify adult education needs and opportunities.</li> <li>• Oversee pre-training review and placement of students to meet the requirements of the AMEP, SEE, and Skills First contracts.</li> </ul>	

- Support awareness and compliance of legislation requirements within the teachers team, in conjunction with EO.
- Manage and implement the use of digital literacy skills and blended learning across the organization including professional development in ICT skills and blended learning in staff professional development plans.
- Evaluate programs, courses and overall service to ensure continuous improvement.

**Lead the Adult Education compliance, reporting and finances.**

- Ensure all tasks in CNLC Registered Training Organisation RTO Management Policy are completed according to the compliance cycle.
- Conduct annual self-assessment against current Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing Registration & ensure all courses on CNLC Scope of Registration are prepared for any external audit.
- Manage the contractual requirements of Adult Migrant English Program (AMEP), Skills for Education and Employment (SEE), Skills First and pre-accredited delivery under the ACFE Funding Agreement.
- Prepare monthly report for the Adult Education Management meeting (alongside the Finance Manager)
- Oversee the development of the best use of student management system VETtrak to meet internal needs of the program and external reporting requirements.
- Ensure monthly data uploads for Skills First and ACFE enrolments are in accordance with annual Victorian VET Student Statistical Collection Guidelines and contractual requirements.
- In conjunction with the EO, ensure that the RTO complies with the AQTF Standards across all of the relevant policies and operations and in all of its training/assessment activities.
- Plan and coordinate course delivery in line with standards of the AQTF, the current Victorian Registration & Qualifications Authority (VRQA) Guidelines.
- Using CNLC financial policies and procedures, prepare, implement and manage the annual Adult Education program budget, in conjunction with Executive Officer and Finance Manager.
- In consultation with the Executive Officer, oversee the administration of relevant fees and charges according to the CNLC Fees and Charges Policy and Procedure.

**Maintain relationships with existing funding bodies and seek additional sources of funding.**

- Complete and submit all funding submissions, delivery plans and reports, within set timeframes and through a process of consultation with the Executive Officer.

**Participate in networks and develop programs in partnership with other agencies.**

- Participate in networks relevant to the Adult Education program, ensuring that relationships with other organisations are effective and mutually beneficial.

**CNLC Team and operations.**

- Work with EO and Management team to promote and market AE programs according to the CNLC Marketing Policy.
- Assist the staff team with day-to-day operations of the Centre.
- Attend all staff meetings and complete set tasks as agreed.
- Seek and attend professional development opportunities in accordance with CNLC's Professional Development policy.
- Report to the EO and complete additional work as required within the scope of the role.
- Take part in planning events and activities for the whole organization.
- Prepare Adult Education Policies and Procedures as required.

**Qualifications:**

A minimum qualification of Certificate IV in Training and Assessment- TAE 40116 or equivalent is required. Qualifications in adult education or an equivalent combination of education qualifications and adult education experience will be well regarded.

**Key Selection Criteria:**

1. Experience in planning, implementing, coordinating, and marketing of adult education programs, including adult literacy and English as an Additional Language (EAL).
2. Knowledge of the Adult and Community Education sector and adult learning principles.
3. Management and human resource skills including providing support and leadership to the Adult Education team of teaching staff and administrators.
4. Excellent organizational skills (including ability to delegate and implement effective systems and processes) to oversee a complex program with multiple tasks, contractual requirements, sometimes within tight time frames.
5. An understanding of the VRQA Guidelines for VET Providers and the AQTF Essential Conditions and Standards for continuing registration.
6. Experience in working with clients of culturally diverse backgrounds, awareness of the migrant experience, and ability to guide students to optimise their learning outcomes.
7. Stakeholder management skills and insight around opportunities for referrals and collaboration.
8. Ability to work collaboratively with the Senior Management team and provide input into the strategic and future direction of CNLC.
9. A quick learner who is self-aware.

**Key Result Areas:**

- Compliance requirements of AQTF and VRQA are met.
- Compliance requirements of Skills First Contract are met.
- Compliance requirements of AMEP and SEE programs are met.
- Compliance requirements of Adult and Further Education (ACFE) contract are met.
- The AE Curriculum is appropriate to participant and community needs.
- Accurate and timely reports are prepared for the Committee of Governance, EO and Operations Team as required.
- Appropriately skilled teaching staff are in place, favorably and productively employed and evaluated annually.
- Annual review of the Adult Education Program is conducted, to inform planning and continuous improvement for the next year's AE program, in conjunction with stakeholders.

**Employment Requirements:**

- All staff are expected to abide by the CNLC Policies and Procedures, including CNLC Child Safe Policy.
- All staff will abide by the agreed work outputs as per work plans and will discuss the same on a regular basis with their immediate supervisor as well as participate actively in the annual staff appraisal processes.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunities and a workplace free from discrimination and harassment.
- Appointment to the position will require the successful applicant to agree to a Police check. Please note that a conviction does not necessarily exclude the applicant.
- A six-month probationary period applies.
- CNLC is closed for two weeks between the December and January holiday period and all staff must take leave at this time.