



RESOURCE WORK COOPERATIVE

Resource is a national leader in the waste minimisation industry, operating Tasmania's largest reuse centre, the Resource Tip Shop and various waste reduction programs at their centre in South Hobart.

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 PROJECT COORDINATOR

Contract part-time position (16 hours per week for 12 months – ongoing role subject to funding).

Reports to: Board of Directors and Coordinator

Work location: Tip Shop, South Hobart and other sites as appropriate, eg. Schools or public community events.

Wage: \$26 per hour

Conditions of employment:

- Probationary period of 3 months
- Conditions as per Resource Work Cooperative Enterprise Agreement
- Full driver's licence and own vehicle
- Working with Vulnerable People Check

POSITION DESCRIPTION

The Education Project Coordinator is responsible for managing public education programs, education resources, and other educational activities of the Resource Work Cooperative Society Ltd, in consultation with the Board of Directors and other members/employees.

Duty Areas

1. Be responsible for Workplace Health and Safety and duty of care issues for all Education activities.
2. Coordinate the day-to-day running of Resource's Education activities.
3. Use traditional media, social media and website to educate the public on the work that Resource does. Build a social media profile depicting our waste reduction achievements and our unique nature as a co-operative.
4. Be responsible for the management of the Resource Education Centre and activities held therein. This may include establishing a calendar, terms of use and preparation of the Education space to ensure it is ready for workshops.
5. Seek new opportunities for workshops, presentations and trainings that will deliver a financial return to Resource to ensure the sustainability of the Education program.
6. Achieve the goals of Resource's Strategic Plan in relation to educational activities
7. Overhaul the format of the "Arts Parts" – Supply Store and monthly open day to make the format sustainable.
8. Develop strategic relationships with community and educational groups and institutions.
9. Monitor developments in educational and environmental awareness and opportunities, and keep abreast of changes in areas pertinent to Resource's activities.
10. Maintain and develop educational and other appropriate networks at a local, state and national levels.
11. Be responsible to, and work closely with, the Board of Directors and the Finance Officer.
12. Working in consultation with the cooperative, explore the possibility of building a volunteer program to support the Education Program.

13. Fine tune (redevelop/reassess) and promote the school workshops program. This will include maintaining relationships with workshop facilitators to deliver Resource programs. Develop and maintain connections with education stakeholders and partners via the education intranet and education newsletter and keep abreast of changes to the school curriculum, which may affect workshop content.

Duty Statement

1. Foster a safe, cooperative workplace

- 1.1. Be responsible for Workplace Health and Safety and Duty of Care issues as they pertain to all the position's work areas.
- 1.2. Ensure members of the public understand, and are complying, with all safety requirements at all times.
- 1.3. Keep abreast of legislative requirements in relation to Workplace Health and Safety.
- 1.4. Immediately address and/or report any workplace hazards to the Board.
- 1.5. Foster tolerance, co-operation and initiative in workers.
- 1.6. Identify training and development needs for Education presenters.

2. Lead and manage public education programs

- 2.1. Facilitate the effective supervision and support of workers in a manner that recognises, develops and values skills and abilities and inspires commitment
- 2.2. Develop contact lists of suitable trainers and educators who can run workshops on behalf of Resource.
- 2.3. Identify and arrange trainings and workshops on behalf of Resource in partnership with schools, local government and other stakeholders.
- 2.4. Develop training programs and workshops in consultation with other experienced workers, and within the policy framework set by the Board.
- 2.5. Develop and maintain team harmony and manage conflict.
- 2.6. Be involved in the setting of performance measures and feedback mechanisms for team members in conjunction with the Board and Site Managers.

- 2.7. Delegate responsibility in an appropriate manner.
- 2.8. Use open, two-way communication and, where appropriate, involve others in decisions and problem-solving.
- 2.9. Disseminate information to, and encourage input from, team members.

3. Help to achieve the goals of Resource's strategic business plan

- 3.1. Contribute to the drafting of the strategic plan, and be responsible for implementation of education-related aspects of that plan within budget and timelines.
- 3.2. Explore ways to improve financial income from Educational activities.
- 3.3. Be an advocate for Resource, including having knowledge of Resources activities. Educate and induct new education representatives to be advocates for Resource Work Cooperative.

4. Maintain relationships with community and educational groups and institutions

- 4.1. Record items to be resolved with Council as they occur.
- 4.2. Resolve any disputes or complaints from the general public or stakeholders in a firm, fair and friendly manner.

5. Monitor the external environment for risks and opportunities, and keep abreast of change in areas pertinent to Resource's business and Education program

- 5.1. Maintain exemplary high standards in the area of minimum environmental impact.
- 5.2. Access and submit grant applications in areas pertinent to the Resource business plan, and the development of the Education Project Coordinator role in accordance with RWC policies and procedures. Grants must only be submitted with the approval of the Board, once having gauged the general support of the Cooperative (Done via general meeting or in consultation with the Coordinator).
- 5.3. Have awareness of primary and secondary school curriculum, which may affect Resource Education programs and offerings.

6. Work with the Board

- 6.1. Provide information as required by the Board to set, monitor and review the Education project's strategic direction.
- 6.2. Develop, implement, and monitor plans for achieving the strategic direction as set by the Board.
- 6.3. Anticipate and assess the likely impact of new directions, initiatives and opportunities to influence the organisation's goals and strategic direction.
- 6.4. Coordinate community assistance proposals and grant applications, in consultation with the Board as per RWC Policies and procedures before submissions are lodged.
- 6.5. 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.
- 6.6. Have awareness of role spending thresholds and matters which have implications for consensus at from General Membership of Resource.
- 6.7. Such other tasks as the Board may, from time to time, determine.

Key Performance Indicators

Sales:

- Secure monthly workshop/presentation in the Education Centre.
- Secure Tip Shop Tours with external organisations in partnership with the Coordinator and Site Managers.

Finances:

- Improve the financial model that allows for Resource to charge a workshop fee, including a margin for contribution towards Resource's administration and the Education Project Coordinator position.
- Apply for grant opportunities wherever appropriate, aiming for at least one, with a view to operating the Education role as cost-neutral to Resource.

Partnerships:

- Develop at least two significant partnerships with Tasmanian organisations in the field of arts/education/sustainability, with a view to increasing the scope and impact of Resource's education projects.
- Develop a list of at least 5 educators and arts practitioners who can be called upon to deliver workshops on behalf of Resource.