



# MULTICULTURAL SERVICES

## POSITION DESCRIPTION

<b>Position:</b>	<b>Trainer</b>
<b>Tenure:</b>	Permanent part-time, 12 month contract
<b>Hours:</b>	3hrs/week
<b>Location:</b>	Boort
<b>Salary:</b>	In accordance with Educational Services (Post-Secondary Education) Award plus salary packaging options
<b>Reports to:</b>	Education Coordinator

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## ABOUT LODDON CAMPASPE MULTICULTURAL SERVICES

Loddon Campaspe Multicultural Services (Multicultural Services) is a not-for-profit community organisation that promotes multiculturalism and empowers people from culturally and linguistically diverse backgrounds to participate fully in Australian society. It was established in 1999. Multicultural Services is a membership-based organisation and the peak body for refugee and migrant groups in Central Victoria..

Multicultural Services' work sits within 2 program areas: Community Programs and Arts and Events. Some of the programs within these areas are:

### Community Programs

- Employment Program
- English Program
- Case Coordination for people seeking asylum and on temporary protection visas
- Capacity building with multicultural communities

### Arts and events

- Zinda Festival
  - Art-based projects
  - Community cultural events
  - Events and activities to support social cohesion
  - Mentoring and support for multicultural organisations and community leaders
  - Youth activities
  - Community development and education projects
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## **POSITION SUMMARY**

Multicultural Services delivers pre-accredited training under the Learn Local program, funded by the Victorian State Government. We deliver training programs for newly arrived and established migrant and refugee communities, with an English as an Additional Language base. Our training programs offer flexible, community based learning in small class sizes that focus on the needs of the specific students in that class. The programs include Mums and Bubs Learn English, Starting Work in Australia, English for Driving and others. This position will deliver a conversational English class in Boort in 2019. The Trainer will use their flexibility, creativity and enthusiasm to deliver training with a genuine focus on student outcomes. The Trainer position will also undertake all administrative duties in accordance with funding requirements.

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## **RESPONSIBILITIES**

- Plan classes and develop resources
- Deliver training
- Supervise and support volunteers
- Undertake administrative and contracting requirements
- Build partnerships and support continuous improvement of the Education Program
- Promote the Education Program

## **KEY SELECTION CRITERIA**

### **Essential**

- Teaching qualification (Bachelor of Education, Master of Education, Master of Teaching, Diploma of Education or Certificate IV in Workplace Training and Assessment)
- Minimum 2 year's teaching experience in a relevant field
- Ability to modify session plans and content to meet individual student needs
- Ability to engage, motivate, support and mentor adults
- Ability to bring creativity, flexibility and enthusiasm into the classroom
- Experience working with students from non-English speaking backgrounds
- Commitment to quality education
- Computer skills, including proficiency in Microsoft Office suite of programs

### **Desirable**

- TESL/TESOL specialisation or method within a degree (Teaching, Arts or Applied Linguistics)
  - Experience in VET Sector
  - Experience in working in not-for-profit organisations or in community work
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## **CONDITIONS**

- Satisfactory Police check on a yearly basis or as requested by Multicultural Services or current Teacher's registration
- A current working with children's check

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## **BENEFITS OF WORKING WITH MULTICULTURAL SERVICES**

In addition to being part of an organisation that makes a truly positive impact on people's lives, you'll also have access to:

- Family friendly workplace with flexible work arrangements
  - Positive workplace culture and supportive team environment
  - A richly diverse team of staff and volunteers from all around the globe
  - A dynamic and flexible organisation without hierarchy and bureaucracy
  - Access to learning & development initiatives
  - Community focused staff with a shared passion for improving opportunities for migrants and refugees
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