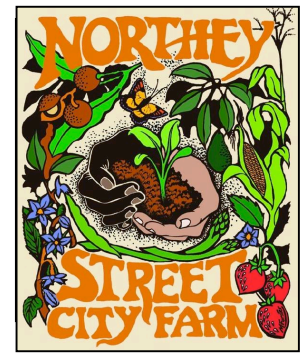


# Northey Street City Farm

..... a place for learning about living sustainably in the city



## EDUCATION COORDINATOR

We are currently looking for a part-time Education Coordinator to join the Northey Street City Farm community. In this role you will be responsible for the overall coordination, leadership and delivery of our well known and respected education program. You will be a member of the Information Team and will work closely with members of the Information Team, Farming Team and Events Team.

### Position Description

**Position:** Education Coordinator

**Award:** NSCF Staff Agreement– permanent part time

**Hours:** Eighteen (18) hours per week (6hrs x 3 days) with additional PDC teaching hours and Farm Tour hours as required

**Salary:** NSCF Staff Agreement Level 2 (\$26.50 – 28.50p/hr, rate to be confirmed) and entitlements as defined in the NSCF Staff Agreement (Note – additional teaching hours will be remunerated accordingly).

**Responsible to:** Management Committee through the Information Team Manager, reporting on a monthly basis.

**Work Location:** Northey Street City Farm, Windsor, Brisbane.

### Roles & Responsibilities:

1. Provide overall coordination and leadership of the Education Program at Northey St City Farm, which includes the “Sustainable Living Workshop program”, the “Permaculture Design Course program” and the “Farm Tours & Activities Program”.
2. Prepare and be accountable for the Education Program budget (including authorising timesheets and expense payments for staff and contractors) and recommend new education programs and projects (including grant opportunities) to the Information Team Manager.
3. Work with Permaculture teachers, Workshop facilitators & Farm tutors to revise existing education offerings and to develop, plan and implement new education offerings.
4. Manage staffing for the Education Program, including recruitment, induction, conflict resolution, timetabling and professional development.
5. Arrange and facilitate monthly Education Program meetings with permaculture teachers, workshop facilitators and farm tutors, and support them to deliver enjoyable, interesting and informative permaculture education experiences.
6. Teach permaculture design course sessions and lead farm tours as required (note – remuneration will be in addition to the Education Coordinator salary)
7. Work with the Communications coordinator to develop and distribute promotional material about the Education Program at various events, both on and off site, for example at the NSCF Sunday Organic Market, festivals, events, and schools.
8. Liaise internally with: the NSCF Team Managers and members; Management Committee; and volunteers to as appropriate to maintain positive working relationships; ensure clear communication flows, and provide input/advice as appropriate from an education perspective.
9. Liaise externally with:
  - Educational institutions (including schools and universities); community groups; local councils, State government departments and interested organisations to promote NSCF and its Education Program;
  - Registered training organisations in relation to fulfilling the training and assessment requirements of Accredited Training Packages and other VET matters;
  - Relevant industry associations to keep up-to-date with national Permaculture issues
10. Support Education Program participants as appropriate.
11. Ensure course and student records are maintained

12. Attend fortnightly Information Team meetings and report to Management Committee as necessary
13. Coordinate (in consultation with the Farming Manager) the maintenance and planting plan of the School SEED Garden and other specialist gardens as necessary for particular courses and workshops.
14. Work with the NSCF librarian to manage the NSCF Education Library.

**\*\*** As part of our current Review process, the possibility exists for the Education Coordinator to also assume the role of the Information Team Manager, with additional hours allocated at the Team Manager pay rate **\*\***

### **Selection Criteria:**

#### **Essential**

1. Qualifications: Permaculture Design Course; and Cert IV in Training & Assessment (TAA) or Cert IV in Training & Assessment (TAE) (or a willingness to acquire Cert IV TAE)
2. Teaching / facilitation experience
3. Program / Project Management experience, including formulating & monitoring budgets
4. Demonstrated leadership ability
5. Excellent interpersonal and communication skills
6. Ability to work independently and as part of a small cooperative team
7. A demonstrated ability to work to multiple deadlines simultaneously
8. A current Queensland "Blue Card" (Working with Children Check) or a willingness to obtain one.

#### **Desirable**

1. Cert III or higher in Accredited Permaculture Training (APT) and / or Horticulture Training
2. Permaculture design, implementation and gardening experience
3. Experience in curriculum development
4. Working in community organisations
5. Experience managing staff
6. High level of organisational skills, with attention to detail.

#### **Working Environment**

Northey Street City Farm is a non-profit community organisation on the banks of Brisbane's Breakfast Creek in the inner city suburb of Windsor. NSCF aims to be a model of sustainable practices in an urban environment. Since its founding in 1994, NSCF has developed vegetable and herb gardens, fruit and bush food orchards, chicken runs, a green waste recycling centre, an organic nursery and an Organic Growers' Market. NSCF runs an active volunteers program, employment programs including Work-for-the-Dole, and a well-developed and well-known education program.

#### **NSCF Mission Statement**

NSCF is a dynamic, creative and diverse city farm based on mutuality, innovation and environmental sustainability.

#### **NSCF Vision**

NSCF aims to create a working model of a cooperative, community based, urban permaculture farm which demonstrates, promotes, educates, celebrates and advocates for environmental and economic sustainability in a healthy, diverse and supportive community.

#### **Applications:**

- Applications must address each of the selection criteria (approx 100words each)
- Please include a CV with at least two referees
- Applications are due close of business **Monday 6<sup>th</sup> February 2012**.
- Proposed start date is **Tuesday 21<sup>st</sup> February 2012**
- For further info, please contact Emma: [education.nscf@gmail.com](mailto:education.nscf@gmail.com) or 0437 279 971
- Please submit application electronically to: [education.nscf@gmail.com](mailto:education.nscf@gmail.com)  
Hard copies may be sent to: Northey Street City Farm, 16 Victoria St, Windsor, 4030