

Position Description – Sessional Education Officer

Title Sessional Education Officer

Department Education Team

Location Moorabbin, Victoria

The Organisation

Gould League is Australia's oldest environmental education organisation, delivering online, published and face-to-face sustainability and environmental education to the community. We work as a small, flexible, collegiate team – with multi-skilling and multi-tasking a requirement. Staff must be highly professional, independent and proactive, show initiative and strong self-management skills and communicate effectively with other team members.

The Function

The Sessional Education Officer's primary function is to ensure high quality delivery of our education sessions. This may include excursions to Moorabbin, Ricketts Point and other sites, incursions/outreach to schools, teacher professional development and multi-visit whole school programs. Responsibilities include: supporting the Education Coordinator with administration, assisting with maintenance of education resources, and some customer service.

The Role

Reports to: Education Coordinator

Direct reports: Nil

Team: Education

Key Accountabilities

- (a) Delivering excursion and outreach programs to schools across marine, biodiversity, waste minimisation, water conservation and other related themes to early childhood, primary, secondary and special education levels.
- (b) Comprehensive knowledge of the content/topic/area/s you agree to teach and the initiative to ensure your content knowledge is kept up-to-date.
- (c) Experienced and high level teaching/presentation/education skills for pre-school/primary/secondary or specialist school children (qualifications preferred).
- (d) Some training of new staff may be required.
- (e) Maintaining centre and site equipment and resources.
- (f) Some related administrative support.
- (g) Function as an effective member of the Gould League team internally, and present Gould League professionally in all external communications roles and activities.
- (h) We understand as a casual staff member you may be undertaking several roles; we would appreciate early notification of your availability or unavailability.
- (i) Work professionally to all Key Performance Indicators.
- (j) Accept guidance and constructive criticism.
- (k) Participation in and other programs/projects, and development and support of other team members will be required from time to time.
- (l) Any other duties as requested from time-to-time by line managers.

Selection Criteria

Essential:

- Demonstrated experience or qualification in environmental or sustainability field.
- Delivery of education programs at early childhood, primary, secondary or specialist education levels.



- Current driver's licence and own vehicle.

Highly regarded:

- Tertiary education qualification or equivalent experience in education.
- Knowledge of relevant Victorian government policies, strategies and initiatives.
- VIT membership

Additional Information

Employment engagement: This is a contract position which may require work outside of standard hours.

Employment screening: Appointment to this position is conditional upon satisfactory Police Record Check and Working With Children Check.

