

EDUCATION OFFICER/PROJECT MANAGER POSITION DESCRIPTION

EDUCATIONAL MATERIAL WRITE/REVIEW, WORKSHOPS QUALITY MANAGING, MONITORING, TRACKING, DELEGATING, REPORTING

Note: List below is negotiable.

Responsible for:

- 1.1. **Overseeing implementation of Educational program,**
 - 1.1.1. Sister school pairings
 - 1.1.2. Inter school visits coordination
 - 1.1.3. Inter school community service activity- support for teachers and schools.
 - 1.1.4. workshops Reviewing content, feedback
 - 1.1.5. Bookings. Setting dates with schools for visits.
 - 1.1.6. Ensuring that faxes/E-Mails are sent to schools to generate interest etc.
 - 1.1.7. Follow up phone calls.
 - 1.1.8. **Evaluation.** Coordinating evaluation with academic, with volunteer admin support.
- 1.2. **Recruitment Guiding and Liaising with Volunteers,** staff and contractors about their tasks, priorities, progress and reporting.
 - 1.2.1. Recruitment of presenters.
 - 1.2.2. Org. training presenters
 - 1.2.3. Maintaining database of who can be called on to do what tasks.
 - 1.2.4. Ensuring that all people with tasks have timely information.
- 1.3. **Knowledge.** Having, thorough knowledge of primary, middle school and secondary curricula.
 - 1.3.1. **Responding to queries.** About educational philosophy etc. from parents or teachers.
- 1.4. **Educational writing.** Reviewing/ writing guidelines and resources [hard copy and on web] to support teachers and material for various branches of the program including Service oriented learning.
- 1.5. **Managing implementation of grant agreements,** strategic plan tasks and milestones. (Responsibility that everything that is meant to happen in implementation of projects in happening. or to determine why it's not happening and report back to CEO ask for help etc.)
 - 1.5.1. Informing CEO and others with responsibility about degree of progress against where we need to be according to plan and commitment.
 - 1.5.2. Noticing problems, potential set backs as well as opportunities early and dealing with them, directly or by delegating or alerting CEO
 - 1.5.3. Revising or Drawing up project plans.
- 1.6. **Financial** day to day management.
 - 1.6.1. Paying bills,
 - 1.6.2. Ensuring that competitive quotes are obtained for work.
 - 1.6.3. Ensuring keeping to the budget. Suggest changes If adjustment needed.
- 1.7. **PR media, Web.**
 - 1.7.1. Exposure and promotion in the media, communities, and various geographic locations in NSW as well as for major university campuses.
 - 1.7.2. Provide information to volunteer webmaster to upload.

Reports to: CEO. (QLD based Steering committee, stakeholders, government)