



## Position description – Education and Projects Officer

Revised May 2025

Approved by CCH Manager: \_\_\_\_\_

**Castlemaine Community House (CCH)** is one of over 400 community houses in Victoria. Also called neighbourhood houses and learning centres, these local organisations provide social, educational and recreational activities for their communities in a welcoming environment.

CCH operates out of several sites, with a head office in the township of Castlemaine. It is staffed by both paid and voluntary workers and encourages the participation of all members of the community. More than 400 people attend programs and activities at the house including:

1. Pre-accredited training
2. A range of community development programs and activities
3. Centrelink agent
4. No Interest Loans Scheme
5. Public Internet Access Program
6. Community Lunch

### **Employment**

**Contract type:** Part-time fixed term contract. NHACE 2016 SCHADS Level 3 - pay point 1

**Pay rate:** \$37.50 per hour

**Contract duration:** This role is grant funded until 19 December 2025 at 20 hours a week

### **Principles and practices**

**CCH works in a community development framework, encouraging change and growth to improve the social, environmental and cultural infrastructures within the local community and individuals. CCH seeks to be inclusive and supportive of people from diverse backgrounds and varying abilities via our commitment to:**

1. Social justice and democracy at all levels
2. Progressing environmental issues
3. Lifelong learning
4. Developing programs to meet the needs of the isolated and marginalised.

All staff, volunteers and management are bound by the following statement of values:

**1. Respect:**

We value the inherent dignity and equality of all people regardless of their circumstances.

**2. Justice:**

We value equality of opportunity, social inclusion and consistency of outcome for all.

**3. Commitment:**

We value our responsibility to the community and the environment in line with our Mission and Vision.

**4. Integrity:**

We value consistency between word and deed.

**5. Accountability**



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We value the acceptance of personal responsibility.

### 6. Co-operation:

We value working together towards our goals

**Position title:** Education and Projects Officer

**Reports to:** CCH Executive Officer and Community Development Manager

**Liaises with:** Sessional Tutors, Volunteers and Selected Stakeholders, CCH Office Coordinator

### Position Objectives:

#### Education Administration

- Ensure training and assessment practices meet pre-accredited training standards and priorities.
- Support the organisation in achieving its education delivery targets.
- Liaise with stakeholders and delivery partners as required.
- Help develop community and vocational education programs and learning resources.
- Provide administrative support to trainers and students.
- Support the Executive Officer in exploring opportunities to expand training.
- Build and maintain strong relationships with stakeholders to support program delivery.
- Support the Office Coordinator in promoting programs and events.

#### Project Support

- Assist with the implementation of community programs and activities.
- Support the implementation of the Growing Abundance food relief and education programs.
- Collaborate with other community pantries to align food relief efforts.
- Support coordination of volunteer activities as needed.
- Participate in food pantry coordination and distribution, this will involve heavy lifting.
- Driving will be required; a valid driver's licence is necessary.

Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

This role may include evening and weekend hours to deliver community events.



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### **Key Selection Criteria:**

- Demonstrated capacity and experience in community education and community programs
- Demonstrated capacity to build relationships with diverse stakeholders
- Excellent written and communication skills, with high level computer literacy
- Demonstrated ability to work under limited supervision, with autonomy.
- Demonstrated experience in identifying and attracting opportunities within the sector
- Demonstrated experience supporting and coordinating volunteers
- Commitment to the Statement of Purpose and Values of the organisation

### **Desirable skills:**

- Interest in food security and food systems programs
- Demonstrated commitment to community development principals