



OUR VISION

To make the Macedon Ranges Further Education Centre the place of choice for community learning opportunities and training needs.

MACEDON RANGES FURTHER EDUCATION CENTRE

8A Hamilton Street, Gisborne 3437

Phone 5428 3799 | Email mrfecemployment@gmail.com

Position: Senior Coordinator
22.5 hours per week

Overview:

Macedon Ranges Further Education Centre (MRFEC) is registered as a Learn Local Provider with Adult Community and Further Education (ACFE). We offer a range of educational, vocational, recreational and art and craft classes in our Centre, and in partnership at other locations across the Macedon Ranges. The programs and activities are responsive to current and future community needs.

The Senior Coordinator is responsible for advancing the organisation's vision and mission as well as overseeing MRFEC's operational activities.

Internal liaison and management of the MRFEC Office and Centre Program staff

The Senior Coordinator works closely with the Committee of Management and attend COM meetings, works with the Education Coordinator, Administration Assistant, bookkeeper, volunteers, MRFEC Contractors and students and centre users.

External stakeholder engagement

The Senior Coordinator represents MRFEC in engagement with Community organisations and agencies (including other Neighbourhood Houses and Networks), Registered Training Organisations, Victorian State Government, Local Government, Funding Bodies, and the Local Community.

Specific Duties

- Support the operational management of MRFEC, through the development of partnerships and sustainability of contractual relationships, to enhance the provision of programs and activities within the Centre.
- Lead staff and volunteers through supervision and performance management processes, and recruitment where required.
- Work with the Committee of Management (COM), staff and students in the ongoing development of the Centre's strategic and annual plans.
- Collaborate with the Administration & Education Coordinator to plan, monitor and achieve enrolment, delivery and student contact hour targets for all education and training courses.
- Responsible for adhering to the funding and regulatory requirements of the funding organisations.
- Actively consult, liaise, and build strong networks with Neighbourhood House Victoria, Local Government, and other community organisations to share knowledge and resources and form partnerships where appropriate.

- Actively pursue business development opportunities that will contribute to the organisation's development, financial viability, profile, and risk management. This includes:
 - Identifying funding opportunities and submission writing
 - Partnership brokerage and stakeholder engagement
- Promote and build strong networks with other organisations to share knowledge and resources.
- Support and resource the Committee of Management with relevant records and Professional Development.
- Represent MRFEC at community functions in consultation with the COM.
- Other duties as directed by the COM.

General Staff Duties

- Establish a warm and welcoming environment which encourages participants to feel safe and welcome. This includes promoting principles of equity and respect between participants, volunteers, staff, and the wider community.
- Participate in team duties such as answering enquiries, collecting fees, taking enrolments, dealing with correspondence, and attending staff meetings.

KEY SELECTION CRITERIA

- Relevant qualifications and/or extensive experience in a not-for-profit organisation or a related discipline.
- Strong skills and proven ability to effectively lead staff and volunteers.
- Strong knowledge of community development principles and practices and a commitment to social justice and building community capacity and wellbeing.
- Advanced skills to identify and cultivate external partnership opportunities that are aligned with the strategic objectives of the Centre.
- Exceptional interpersonal, written, and verbal communication skills.
- Demonstrated ability to network and build strong working relationships with other community groups and stakeholders.
- Strong financial and budgeting skills.
- Ability to write submissions, secure funding and monitor acquittal.

Wages and Conditions

- This position is classified under the Adult Community Education Centres Agreement 2018 Schedule A.
- Staff are bound by the policies and procedures of the organisation as amended from time to time.
- Occasional weekend and after-hours work are required.
- Employment is conditional upon a National Police Check and valid Victorian Drivers Licence.