



RCE-Tasmania Facilitator Position Description

About RCE-Tasmania

RCE-Tasmania is a network of organisations that aims to promote and develop education for sustainability in Tasmania. It is recognised by the United Nations as a Regional Centre for Expertise in Education for Sustainable Development.

RCE-Tasmania is in its formative stages. Organisations already committed include UTAS, TasTAFE, Tasmanian Department of Education, Tassal, Independent Schools Association of Tasmania, Launceston Church Grammar School, Northern Tasmanian Early Years Group, Australian Association of Environmental Education – Tasmania branch, Greening Australia, Natural Resource Management organisations, and Sustainable Living Tasmania.

RCE-Tasmania is governed by a steering committee that is responsible for:

- Setting overall strategic priorities for the network on an annual basis.
- Ensuring RCE-Tasmania activities are relevant, feasible, desirable and effectively promoted.
- Oversight of the quality of project implementation.
- Ensuring projects report on their progress against metrics determined in consultation with relevant RCE-Tasmania members.
- Ensuring efficacious use of resources.
- Risk management.
- Oversight of paid staff, should the RCE-Tasmania steering committee determine staff are required; and
- Ensuring that the RCE-Tasmania mission is fulfilled.

Facilitator

The Facilitator will be responsible for:

- Organising meetings for the Steering Committee (booking, RSVPs, taking minutes, record management, etc, but not chairing – this will be done by the Chair of the Steering Committee).
- Management of events (booking, promotion, RSVPs, catering, etc) including networking events and workshops.
- Coordination of small administrative projects as directed by the Steering Committee (e.g. audit of existing sustainability education initiatives).
- Establishing communication, reporting, information storage, and information sharing tools and protocols to facilitate effective communication between various teams within RCE-Tasmania.
- Other similar duties as directed by the Steering Committee.

While the Facilitator will be directed by the Steering Committee, they will be an employee of Sustainable Living Tasmania (SLT) and have supervisory support from SLT's Executive Officer.



The Facilitator will have a desk at the premises of one or more RCE-Tasmania organisations, but may also work from home when appropriate.

Terms

Award:	Social, Community, Home Care and Disability Services Industry Award 2010 (MA000100)
Hours:	Part-time, 0.2 FTE (7.6 hours per week)
Basis:	1-year fixed-term contract
Start Date:	1 July 2016
Review Date:	31 March 2017
End date:	30 June 2017
Level:	5
Pay point:	1 (increasing annually)
Remuneration:	As per Award (starting at approximately \$32 per hour, plus 9.5% superannuation, and leave entitlements as per the National Employment Standard).

By the Review Date, the Steering Committee will decide whether or not to offer an extension of the employment contract beyond the End Date above. Criteria for the decision will include, but not be limited to, RCE-Tasmania's financial capacity and the Facilitator's performance.

Selection Criteria

1. Excellent oral and written communication skills that enable communication with a diverse range of stakeholders
2. Demonstrated capacity to plan, organise, schedule and deliver outputs, including evidence of event organisation experience
3. Well-developed conflict resolution and problem solving skills
4. Demonstrated understanding of the principles of education for sustainability
5. Proficiency with collaboration IT tools (e.g. online groups & documents)

Application process

Email CV and a concise cover letter explaining your motivation for applying and addressing the selection criteria to Sustainable Living Tasmania's Executive Officer, Todd Houstain: todd@slt.org.au by 24th April 2016. Please use the subject line "RCE-Tasmania Facilitator application".