

Adult Education Coordinator

Prahran Place is a growing and ambitious not-for-profit organisation and member of Neighbourhood Houses Victoria. Prahran Place offers a range of community activities, workshops, pre-accredited Learn Local courses, as well as Occasional Child Care, NDIS friendly classes and aged care social support. The Centre has an open-door policy and welcomes people of all ages, abilities and walks of life.

In this newly created position of Adult Education Coordinator, you will be responsible for all ACFE pre-accredited programs. This includes maintaining current programs and developing new programs, in accordance with the organisation's strategic direction and funding bodies.

The successful candidate will have proven experience in planning, implementing, coordinating and marketing adult education programs, including adult literacy and digital literacy and familiarity with the Adult and Community Education sector and adult learning principles.

You will be a proficient communicator with excellent interpersonal and organisational skills, along with the ability to delegate and implement effective systems and processes when overseeing complex programs and contractual obligations.

In addition, you will be a natural leader with the proven ability to build and develop relationships and communicate effectively with a broad range of stakeholders, along with a solid understanding of community development principles and practices and a tertiary qualification in either education, training, community services or business management.

If you are all of the above and passionate about the successful delivery of an organisation's vision and strategic plan and display a high degree of professionalism, integrity and ethical behaviour then we would like to hear from you. Candidates with demonstrated knowledge or experience of the Neighbourhood Houses sector will be held in high regard.

This is a part time, permanent position, 18 hours per week over 3-5 days with flexible working arrangements. An attractive salary and excellent benefits package will be offered to the successful candidate in line with their skills and experience.

To be considered for this opportunity you must meet the above criteria, have Australian Citizenship or Permanent Residency status and currently hold or be willing to obtain the relevant clearances and checks that are essential for this role.

For a confidential discussion and more information contact Mark Williams on 0450 311272, for email enquiries and application submissions please forward in Word format to mark@communityconsultingaustralia.com.au

Please note, this role is only open to new applicants and only shortlisted candidates will be contacted.

Closing date for application submissions is Tuesday 23rd April 2024.