



COMMUNITY EDUCATION EDUCATOR JOB ROLES HASTINGS

LEARN LOCAL – PRE-ACCREDITED DELIVERY

Learn Local courses are non-accredited training programs in Victoria, funded by the Adult Community Further Education Board (ACFE), and designed to help people build practical skills for work, further study, and everyday life.

They are delivered by not-for-profit community organisations, and are offered in small, local, supportive class environments.

Learn Local courses offer skills for work, study and life.

- Training delivered by highly experienced professionals.
- Get the skills employers are looking for.
- Go onto further study.
- Learn with others in your local community in a safe, inclusive and supportive environment.
- Improve your skills in reading, writing, maths, computers, language and more.

Digital Skills Educator - About the Role

We are seeking a skilled and compassionate educator to deliver Beginners Computer Skills training to Adults in Hastings.

This role one day a week throughout the school term, from 9.30am to 2.30pm

This role is responsible for the delivering of ACFE Central curriculum, in digital skills. Creating a flexible, and supportive learning environment for adults with varying skill levels.

Care and Support Introductory Educator – About the Role

We are seeking a skilled and compassionate educator to deliver “Introduction to Care and Support” training to Adults in Hastings.

This is a casual position and will be delivered through an agreed schedule over 9 days per round. 9.30am to 2.30pm, Tuesdays, Wednesdays and Thursdays. Plus, additional administrative time of 15 minutes per hour of delivery.

This role is responsible for the delivering a fully developed course created by ACFE and is a part of their Central curriculum for vocational tasters.

The ideal candidate is also responsible for creating a flexible, and supportive learning environment for adults with varying skill levels.



Key Responsibilities

- Deliver LLNED classes as timetabled, assess learner gain and evaluate effectiveness of the module/s.
- Build rapport with and support students within the LLNED programs and document actions/outcomes from individual meetings as required.
- Maintain accurate records, which comply with the PQF+ and ACFE Board requirements, including module delivery, reflection, student attendance, assessment of learner gain and evaluation.
- To be aware of and adhere to the Vision and Mission of the organisation. Exemplify the values, goals and culture of the organisation through leadership by example.
- Adhere to all FLC policies and procedures
- Ensure all work is performed in accordance with requirements of the Occupational Health and Safety policy, procedures and legislation. Taking responsible care for own health and safety as well as that of others.
- Provide the Community Education and Engagement Manager with access to all records and documents associated with module delivery, evaluation and moderation. All curriculum documents remain the property of FLC.
- Ensure compliance.
- Maintain a positive, inclusive, and trauma-informed learning environment

About You

We are looking for someone who:

- Has a passion for making a difference in people's lives through education
- Has a willingness to pass on your skills and experience to the community
- Has knowledge of curriculum.
- Values teamwork, flexibility, and a student-centred approach
- Thrives in a collaborative, community-focused environment
- Knowledge of the Learn Local sector and the PQF+ curriculum is preferable but not necessary.