



Canberra City Farm Role

Education and Learning Coordinator

Position title:	Education and Learning Coordinator
Location of position:	Varies
Reports to:	Canberra City Farm Executive Committee
Role, project overview and purpose	<p>The purpose of the Education and Learning Coordinator role is to:</p> <ul style="list-style-type: none"> • Coordinate and champion the education components of the project. This includes: fact sheets, workshops, display items, and signage. • Increase awareness of CCF in the community. • Improve the coordination of workshops which CCF organize and participate in. • Identify key workshop opportunities that would be beneficial for CCF to organise or have a presence at.
Key responsibilities	<ul style="list-style-type: none"> • In collaboration with others, identify workshops that CCF should consider organising or engaging in. • Coordinate the delivery of workshops and training opportunities, including materials and volunteers. • Ensure factsheets are up to day and develop new ones as needed. • Ensure promotions for events are undertaken, in collaboration with the Marketing and Communications Coordinator. • Be the key contact for workshops. • Mentor and support the next person to take on the position.
Existing arrangements	<p>Google spreadsheet</p> <ul style="list-style-type: none"> • A google spreadsheet lists all of the education and events that are coming up. This spreadsheet automatically appears on the website. <p>Signage and promotion templates</p> <ul style="list-style-type: none"> • Templates for signage and promotional materials, such as posters and flyers, have been established. <p>Survey</p> <ul style="list-style-type: none"> • A survey monkey document has been established and gathers input from people about what workshops and topics they are interested in.
Minimum period	<ul style="list-style-type: none"> • 1 year + time to coach next person to take on the role.
Skills, experience and attributes	<ul style="list-style-type: none"> • Interested in learning, mentoring and helping people grow. • Project management and administration skills to deliver results. • Interpersonal skills to build collaborative relationships with all stakeholders.
Training that will be provided by the CCF:	<ul style="list-style-type: none"> • Coached and supported to do each responsibility by an experienced CCF member and the CCF Executive Committee.



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Benefits for the volunteer:	<ul style="list-style-type: none"> • Increased skills and self confidence. • Contributing to grow the CCF community. • Practice field for developing and practicing coaching and influencing skills.
Benefits to CCF:	<ul style="list-style-type: none"> • Happy members with a growing number. • Improved reputation, credibility, brand and impact of CCF.
Other requirements of the role:	<ul style="list-style-type: none"> • Induction training. • Police check (if required). • Medical check (if required).
Name of volunteer	
Start date:	
End date:	
Hours and days required per week:	
Learning needs:	
Any other training required (please describe):	
Any other special conditions (please describe):	
Mentor:	
Volunteer signature:	
Executive signature:	
Date:	
Date of review:	
Last person in position:	
Last person's learning insights and tips:	