



Employer: Forest Education Foundation Inc.

Job Title: Education Officer

Job Type: Casual

Location: Positions available in Launceston and Hobart

Reports to: Darcy Vickers (FEF Manager)

Industrial Instrument: Contract of Employment

The Forest Education Foundation:

The Forest Education Foundation (FEF) is a not-for-profit educational institution staffed by qualified and experienced teachers. The FEF provides educational resources, classroom programs, field trips, as well as professional learning opportunities for teachers at a range of forest and industry sites across Tasmania. All programs connect with the Australian Curriculum, particularly in the areas of Science, Geography and Design and Technologies and are individually tailored in consultation with teachers to meet the specific needs of school groups.

The FEF's mission is to develop teacher and student knowledge about forest landscapes by providing educational opportunities that explore forest environments, resources and the future role of forests.

Special Considerations:

- Must be willing to travel intrastate and work in Tasmanian forest environment
- Must comply with FEF policies and procedures
- Must adhere to duty of care responsibilities under health and safety legislation
- Must comply with relevant government legislation and regulations

Key Duties and Responsibilities:

- Deliver school and field-based learning programs for students ranging from K-12.
- Collaborate with FEF teachers to design and develop engaging student learning activities in accordance with the Australian Curriculum and which meet the FEF's guiding principles.
- Undertake risk assessments and ensure appropriate documentation is completed prior to school and field-based activities.

- Communicate effectively with education and industry stakeholders.
 - Provide general administration support as required.
 - Accurately record and submit schedules and documentation of all activities.
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Key Requirements:

- Current registration for Working with Vulnerable People, or eligibility to register
- Provide First Aid qualification
- Manual driver's license

Selection Criteria:

- Qualification or experience in education/teaching, environmental sciences and/or environmental interpretation field.
 - Ability to provide effective, informed teaching within diverse environments.
 - Demonstrated high level of communication and interpersonal skills.
 - Flexible, adaptable with a high degree of motivation.
 - Ability to work constructively with colleagues and other professionals to meet program objectives.
 - Professional manner in dealing with teachers, adult helpers and guest presenters.
 - Confidence in teaching/communication across a broad range of student groups (K-12).
 - Experience in designing and developing interpretive materials and student learning resources for classrooms and outdoor learning environments.
 - Ability to adjust teaching/communication style and content delivery to meet the needs of all participating students and teaching environments.
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Working Environment and Workplace Health & Safety

- This is a casual fixed term position for an initial period of 1 year. The position involves variable and flexible hours.
 - An hourly rate will be negotiated with the successful applicant subject to qualification and experience.
 - A probation period of 3- 5 program facilitations will be negotiated.
 - It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position and be willing to travel within flexible hours as required.
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SUBMITTING YOUR APPLICATION

Your application should include the following:

1. Cover letter outlining your interest in the position.
2. Statement addressing all aspects of the selection criteria;
 - treat each criterion separately
 - explain how you meet the criteria
 - use examples to demonstrate your specific skill and knowledge
3. Your current Resume -including at least 2 professional referees

Applications should be addressed to:

Darcy Vickers
Manager/Teacher
Forest Education Foundation
70 Hampden Rd, Hobart
TAS 7004
Or emailed to: info@forest-education.com

For further information:
Telephone: 0417 532 058
Web: www.forest-education.com