



# Education for Sustainability Tasmania Facilitator Position Description

## About Education for Sustainability Tasmania

Education for Sustainability Tasmania (Efs 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 of Expertise on Education for Sustainable Development.

Efs Tasmania is now fairly well established. Organisations already committed include UTAS, TasTAFE, Tasmanian Department of Education, Independent Schools Association of Tasmania, Launceston Church Grammar School, Northern Tasmanian Early Years Group, Australian Association of Environmental Educators – Tasmania branch, Greening Australia, Natural Resource Management organisations, A Fairer World, and Sustainable Living Tasmania.

Efs Tasmania is governed by a steering committee that is responsible for:

- Setting overall strategic priorities for the network on an annual basis.
- Ensuring Efs 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 Efs Tasmania members.
- Ensuring efficacious use of resources.
- Risk management.
- Oversight of paid staff, should the Efs Tasmania steering committee determine staff are required; and
- Ensuring that the Efs 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.
- Fulfilling the secretariat duties for the United Nations Regional Centre of Expertise
- Establishing communication, reporting, information storage, and information sharing tools and protocols to facilitate effective communication between various teams within Efs Tasmania.
- Seeking funding for Efs Tasmania activities.
- 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 EfS 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:	Fixed-term contract
Start Date:	1 April 2019
Review Date:	31 October 2019
End date:	31 December 2019
Level:	5
Pay point:	1 (increasing annually)
Remuneration:	As per Award (starting at approximately \$38 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, EfS Tasmania's financial capacity and the Facilitator's performance.

## Selection Criteria

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

## Application process

Please look at our website ([www.efs.tas.edu.au](http://www.efs.tas.edu.au)) and our Facebook page (<https://www.facebook.com/EducationForSustainabilityTasmania/>) to get a feel for our work. If you are passionate about what we do (or what we could do), please email your CV and a concise letter (no more than 2 pages long) explaining your motivation for applying and briefly addressing the selection criteria to Sustainable Living Tasmania's Executive Officer, Todd Houstain: [todd@slt.org.au](mailto:todd@slt.org.au) by midnight 24 Feb 2019. Please use the subject line "EfS Tasmania Facilitator application".