

Position Description

Position Title	Community Learning Programs Coordinator
Position Number	TBC
Program	Canning Community
Sub-Program	Community Development
Industrial Instrument	City of Canning All of Staff Enterprise Agreement 2021
Classification/Banding	Salaried Officers, Level 2D – 3C
Reports to	Programming and Operations Lead – Community Learning
Primary Location	City of Canning learning sites inclusive of Libraries, Hillview Intercultural Community Centre, Canning River Eco-Education Centre or <i>any other location as required by the City</i>

Vision and Values

Vision

City of Canning: a welcoming and thriving city

Values

The City of Canning's core values are:

- Authentic Build genuine relationships
Be responsible in our actions and commitments
- Resilient Embrace challenges to encourage our people to thrive
Support each other's well-being
- Creative Share our innovative thinking
Have the courage to welcome and try new ideas
- Collaborate Work together as one team
Share our success and knowledge to thrive

Position Overview

Coordinate the planning, development and delivery of library programs and events that implement the outcomes of the Learning City Strategy working in collaboration across the Community Learning & Capacity team as well as wider City of Canning.

Balance community-led and City-driven learning approaches, using direct sourcing, capacity building, volunteer engagement, staff supported and partnership models to build the capacity of the learning program area.



Position Objectives

Delivery:

- Undertake research, community consultation and engagement to form a detailed community profile including the identification of community assets, community needs and gaps in service provision.
- Coordinate the development and delivery of a range of innovative community learning programs, events and initiatives that meet the lifelong learning needs of the community and achieve key outcomes of the Learning City Strategy.
- Coordinate measurement and evaluation of program outcomes and impacts and collaborate with partners to assess and improve program outputs.
- Implement a community-led approach to the development of community learning programs, initiatives and events, with a focus on community capacity building to ensure long-term sustainable outcomes.
- Build, strengthen and maintain positive relationships with key stakeholders including program presenters and facilitators, education providers, organisations, community groups, businesses and not-for-profits.
- Train and mentor library team members in the direct delivery of programs, community engagement and outreach activities.
- Collaborate across Community Development and the wider City of Canning on collective projects and initiatives.
- Develop and manage partnerships with groups, organisations and businesses to collaboratively meet the outcomes of the Learning City Strategy.
- Foster local expertise and community leadership to build capacity of individuals and local community groups and organisations.
- Manage and coordinate outreach programs and community engagement activities to build relationships with community individuals and organisations, and to identify and remove barriers to inclusion.

Administration:

- Oversee and monitor relevant operational and project budgets and procedures for the payment of presenters, suppliers and service providers in relation to program delivery in accordance with the city's procurement policy.
- Delegate and manage administrative tasks to support the management of programs and events.
- Prepare evaluative reports on program outcomes and strategic objectives delivery.



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- Support the preparation of grant and funding applications to expand the reach and impact of community learning programs.
- Implement marketing plans to support the strategic promotion of library programs and initiatives.

Other:

- Other duties as required.

Corporate Responsibilities

Budget:

Council adopted budget

- Authorised to approve budget expenditure as per the Delegation Register

Delegations:

- Authorised to sign documentation within established Policy
- Authorised to sign correspondence in accordance with established Procedure

Code of Conduct:

All employees are responsible for adhering to City's Code of Conduct and the policies and procedures and CEO Instructions that support it.

Workplace Health and Safety:

The City of Canning is committed to ensuring the health and safety of all who contact our works. All employees have responsibilities and accountabilities which are identified as part of the terms and conditions of your employment.

Equal Opportunity:

The City of Canning is committed to equal employment opportunity, inclusion and diversity in the workplace where the rights of individuals are upheld and everyone is treated with respect, fairness, equality and dignity and, where the workplace is free from all forms of unlawful discrimination, harassment and bullying.



Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential:

- Tertiary qualification in Librarianship, Community Development, Community Education, Technology or relevant discipline.
- Knowledge of community engagement and community development principles and ability to apply these in a community learning context.
- Proven experience in the planning and delivery of community learning programming and events, including marketing aspects.
- Strong technology and digital literacy skills.
- Demonstrated experience in the development and maintenance of partnerships and networks.
- Ability to work effectively within high performing team environment.
- Ability to provide strong team direction, guidance and training.
- Ability to set work priorities, manage time, plan and organise own work.
- Ability to deliver excellence in customer service.
- Current Working with Children Check.
- Current Satisfactory National Police Clearance.

Desirable:

- Eligibility for ALIA Associate Membership or Allied Membership.
- Knowledge of the operation of the WA public library services.