

## Position Description

Position title:	Dax Education Program Co-ordinator
Position number:	TBC
Business Unit/Branch:	The Dax Centre
Classification:	-
Employment status:	Part-time, 20-35 hours per week Contract, mid April – end of August 2022 with possibility for extension
Position reports to:	Gallery Manager
Number of reports:	None
Work location:	Melbourne
Position contact:	Name: Stef Harris Email: <a href="mailto:info@daxcentre.org">info@daxcentre.org</a>

### Position purpose

SANE Australia exists to make a real difference in the lives of people affected by complex mental health issues through support, research and advocacy.

Our vision is an Australia where people affected by complex mental health issues live long and fulfilling lives, free from stigma and discrimination.

The Dax Centre is part of SANE Australia.

The Dax Centre is a leader in the use of art to raise awareness and reduce stigma towards mental illness. Through our exhibitions and educational programs we seek to engage, inform and encourage community connections and conversations about mental health.

Our SANE Australia Values: Respect – Responsibility – Innovation – Collaboration - Celebration

This role is part time and reports into The Dax Centre Gallery Manager.

The Education Program Co-ordinator (EPC) has responsibility for the successful management, development and delivery of the educational programs at The Dax Centre. This includes the secondary and tertiary educational programs delivered at The Dax Centre as well as the development of online education programs. The EPC will deliver education programs with the support of Volunteers. Some volunteer management will be required.

The EPC will be responsible for growing our existing database of school contacts through building new relationships with schools, Educators and Education providers, as well as strengthening and broadening current relationships.

The Position Description is intended as a guide to the performance of your duties and is not an exhaustive list of everything you are required to do when carrying out your duties.

## Key Accountabilities

Key Accountabilities	Demonstrated by / Key Performance Indicators)
Strategic Planning & Leadership	<ul style="list-style-type: none"> <li>○ Establish new, and build on existing relationships with Education providers (tertiary, secondary, community organisations and other) through proactive communication to grow our database of education program contacts, and increase education program bookings</li> <li>○ Sustainably deliver the educational and public program strategic objectives within the agreed timeframes</li> </ul>
Program Management	<ul style="list-style-type: none"> <li>○ Oversee daily program management and delivery of all education including secondary, tertiary and online programs</li> <li>○ Grow program participation in line with the strategic goals and targets</li> <li>○ Recommend and assist in the implementation of improvements in processes and systems that support the education and public programs, including booking systems.</li> <li>○ Work with the SANE Peer Ambassadors/Advocates to grow their contribution to the program and ensure that Peer presentations are appropriate for the audience and required audience learning outcomes</li> <li>○ Work with the Gallery Manager to ensure The Dax Centre is adhering to the Child Safe Standards</li> </ul>
Program Delivery	<ul style="list-style-type: none"> <li>○ Delivery of education programs as required</li> <li>○ Adjust and contribute to educational resources to support the exhibition where needed; for example</li> </ul>

	<p>worksheets, online resources, and the floor talk for each exhibition</p> <ul style="list-style-type: none"> <li>○ Co-ordinate program speakers and education volunteers as required</li> </ul>
Communications	<ul style="list-style-type: none"> <li>○ Work with the Gallery Manager to develop appropriate communications materials to support the education and public programs</li> <li>○ Provide input into content for the website to ensure it supports and promotes the education and public support programs</li> </ul>

## Selection criteria

### Essential Requirements

#### Skills & Expertise

- Experience facilitating delivery of face-to-face education programs
- Well-developed interpersonal skills, able to liaise effectively with a wide range of internal and external stakeholders
- Excellent written and oral communication skills
- Proficient in Microsoft Office suite
- Excellent planning and organisational skills, able to work autonomously and manage a range of tasks with conflicting priorities
- Demonstrated ability to take initiative to improve and enhance existing systems and procedures
- Proven ability to be proactive, hands-on, flexible, resourceful and cost-conscious in a small team environment

#### Qualification and Experience

- Relevant tertiary qualifications in education or/and mental health
- Three or more years' experience in a similar role
- Experience in mental health literacy
- Understanding of the secondary curriculum in Victoria, understanding of curriculums in other States and Territories is desirable
- Experience or understanding of the visual arts and/or arts related fields

#### Other

A Working with Children's Check and Police Check is mandatory for this role.

### Desirable Requirements

- A passion for mental health and the arts
- Mental Health First Aid Training
- VIT registration is highly desirable but not mandatory

### Pre-Employment Checks

All appointments to SANE are subject to reference checks and criminal record checks. Some positions may also be subject to a medical check and/or 'Working with Children Check'.

Date PD Adopted:	March 2022
PD Review Date:	March 2024