

Bays & Beyond Learning Exchange job description

Job title:	Learning Exchange Coordinator
Contract Price:	\$12,000
Location:	Taylor's Mistake to Heathcote Valley and beyond
Reports to:	Learning Exchange Steering Group
Travel required:	Some in own vehicle
Term:	Six months
Type:	Independent Contractor
Contract holder:	Sumner Bays Union Trust

About the role: The role of Learning Exchange Coordinator is to facilitate the development of a learning exchange where by the end of six months the majority of the activities of the learning exchange have become self-sustaining in terms of people and resources.

Responsibilities

- To develop a Learning Exchange which serves the communities in the Bays area (Taylor's Mistake to Heathcote Valley) and beyond (neighbouring communities where there is interest and capacity).
- To ensure that this Learning Exchange is self-sustaining and no longer requires paid coordination at the end of six months.

Specific Tasks

- To develop processes and procedures which make it simple for others to arrange learning events without the coordinator's assistance
- To empower others to plan learning events, explaining how the Learning Exchange works, ensuring that tutors agree to give their time.
- To work in collaboration with the Bridge2Rocks TimeBank coordinator and encourage organisers, tutors and participants to join the TimeBank.
- To identify a range of venues and develop/identify the procedure to book these spaces for Learning Events.
- To identify the ways to promote Learning Events and develop a procedure for this.
- To develop a procedure for Learning Event organisations and tutors to register learners and tutors.
- To ensure that Learning Event organisers support tutors to carry out Learning Exchange events with volunteers and TimeBank members.
- To work with a steering team to facilitate this process on an ongoing basis.
- To develop a long term reporting and recording process for funding and other accountability purposes.
- To develop a manual which outlines all of the processes and procedures that have been developed above and ensure this is regularly updated by someone/multiple people.

Specific skills

- An understanding of the ethos of community development, TimeBanking, and a willingness to work in an empowering manner at all times.
- A self-manager who is motivated and able to take initiative in a responsible and timely way.
- A high level of competency in facilitating a process which will enable other people to take over the coordination of the project.
- The ability to step back and allow others to take on the day to day operations of the project.
- An excellent team creator and team player.
- Excellent promotion and marketing skills.
- A strong understanding of the community sector.
- Strong interpersonal skills.
- Good information technology skills. You will need to be competent in using various social media platforms.

Personal Attributes

- Warm, friendly and approachable.
- Highly professional with strong personal boundaries
- Inclusive and accepting.
- Reliable, honest, and punctual.