

EDUCATION OFFICER

Department:	Education
Reports To:	Manager 5-12 Education, Curriculum and Programs
Direct Reports:	N/A
Workload:	FTE 0.6
Base Remuneration:	Commensurate with experience
Financial Delegation:	None
Non-Financial Delegation:	None
Budget Responsibilities:	N/A

POSITION PURPOSE

The Education Officer delivers and contributes to all Melbourne Holocaust Museum (“MHM”) education programmes, through being an integral part of our education team. As one of the ambassadors for the museum, they will provide a welcome space for all audiences.

Primarily focused on the delivery of our adult and 5 – 12 education programs, both in person excursions and online incursions. The Education Officer is required to be dynamic and engaging when using their breadth of education experience.

The Education Officer will be confident to utilise their excellent teaching and pedagogical skills (suitable for primary, secondary and tertiary students) to deliver our Teacher Professional Learning Program to their peers.

The Education Officer uses their coupled with their competencies in learning technologies to achieve maximum outcomes for students when educating in our learning environment.

The role requires multitasking capabilities, a commitment to operating within a team and to the *safely in, safely out* pedagogy of Holocaust Education.

KEY RESPONSIBILITIES

Program delivery

- a. Ensure the successful delivery of Museum’s education programs including our Teacher Professional Learning program.
- b. Confidence leading the delivery of different programs and an ability to be flexible in the delivery of programs to meet the dynamic needs of different groups.
- c. Maintaining and developing knowledge and skills for current program requirements.
- d. Creating positive relationships with volunteer guides and Holocaust survivors.
- e. Working with Holocaust survivors to share their testimony in a safe and meaningful way with dignity to different audiences.
- f. Coordinating and working with volunteers to facilitate program delivery including within learning and exhibition spaces.
- g. Flexibility and ability to quickly modify and adapt the program in response to any number of possible variables such as late arrivals; unexpected arrivals; unexpected unavailability of guides.

Program Administration

- a. Communicating with teachers to understand the context of their cohort and the needs of different learners to adapt the museum program accordingly.
- b. Working with a number of internal and external stakeholders as required.
- c. Contribute to the periodic evaluation of education programs.
- d. Collect and review evaluation data from education programs to maintain their high-quality.
- e. General program administration tasks as required.

Program Development

- a. As directed by the Manager 5-12 Education, Curriculum and Programs:
 - Contribute to development and writing of resources for education programs.
 - Contribute to the volunteer training and performance uplift program.
 - Contribute to development of other major projects as required.
 - Contribute to the development, implementation, review and maintenance of education programs within the review cycle in line with Victorian Curriculum and the Australian Curriculum requirements.

KEY SELECTION CRITERIA

Education/Qualifications

The appointee will have:

- a. A qualification in education with a speciality in Humanities, History or similar.
- b. An understanding of the history of the Holocaust.
- c. Experience working in museum education is beneficial but not essential.

Checks/Memberships:

- a. Current VIT registration (or eligibility to acquire VIT registration if successful).
- b. Working With Children Check.
- c. Current Police Check.
- d. First aid certification (including CPR and paediatric first aid).

Knowledge and Skills

- a. Knowledge of AITSL Professional Teaching standards.
- b. Be a dynamic, articulate public speaker who engages the audience regardless of age, but especially school age students.
- c. Rely on experience as a student facing teacher/educator to deliver the MHM education programs.
- d. Competent in the use of technology & audio-visual equipment as required by the role (including but not limited to the MS Office product suite, CRM software, and microphones).
- e. Demonstrated experience developing and delivering digital content across platforms.
- f. Experience teaching primary, secondary and/or tertiary students.
- g. Experience in designing, developing and dynamic delivery of education programs for a range of students.

- h. Knowledge of relevant curriculum including the Victorian Curriculum and the Australian Curriculum.
- i. Shows empathy and sensitivity working with a range of stakeholders.
- j. Demonstrated knowledge of and experience of enhancing cultural competency and fostering cultural safety.
- k. Demonstrated experience as a teacher/educator preferably with Holocaust teaching experience.
- l. Excellent organisational skills, flexibility, and ability to handle unexpected situations.
- m. Clear and articulate written and verbal communication skills.
- n. Proven ability to liaise at all levels with the Museum and with other relevant bodies, schools and visitors and strong interpersonal skills.

Personal Attributes:

- a. Ability, genuinely build rapport and create authentic connections and relationships.
- b. Motivated self-starter who loves to take initiative.
- c. Enthusiastic team player who works well independently.
- d. Commitment to quality, continuous improvement, occupational health and safety, and risk management.
- e. Proactive, values driven, resilient and honest.
- f. Outcome focussed with an attitude of applying best practice to all endeavours.
- g. Ability to manage workload, including setting up and overseeing volunteers to perform tasks innovatively and creatively.
- h. Understanding of working within the Jewish Community preferred.
- i. Passionate about joining an organisation committed to combat antisemitism, racism, and prejudice in the community, and fostering understanding between peoples.

CORE SELECTION CRITERIA

1. *Values alignment:* ability to demonstrate and authentically promote MHM values
2. *Leadership:* ability to be flexible, innovative, and proactive; leading by example to build a positive, collaborative, and effective work environment
3. *Professionalism:* maintain relationships with staff, consumers, volunteers, and key stakeholders that are respectful, inclusive, and collaborative; meet program performance indicators and targets; support the organisation to embed values and deliver on strategic goals
4. *Cultural Awareness:* understand the importance of diversity and embed this within your team; advocate for a diverse and culturally rich workplace; foster inclusive practice
5. *Consumer Focus:* prioritise the needs of the consumer; embed contemporary consumer focused practice and seek innovative and creative ways to provide consumer choice

OTHER JOB-RELATED INFORMATION

1. This position description may be varied from time to time to better align with the organisational requirements for the role, this will be done by agreement with the incumbent.



2. The duties undertaken within the role may differ from those penned herein, and it is expected for the incumbent to be open to and willing to take these on as organisationally required
3. Training in specific technology software may be required
4. There may be peak periods of work during which taking of leave may be restricted
5. We are a small organisation and at times all team members may be required to perform reasonable duties beyond the scope of their role

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and Centre policy relevant to the duties undertaken, including but not limited to: Child Safety, supporting children and young people; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest; Paid Outside Work; Privacy; and Code of Conduct.