

## EDUCATION OFFICER

<b>Department:</b>	Experience and Learning
<b>Reports To:</b>	Head of Experience and Learning
<b>Direct Reports:</b>	None
<b>Workload:</b>	FTE (varied)
<b>Base Remuneration:</b>	Commensurate with experience
<b>Financial Delegation:</b>	None
<b>Non-Financial Delegation:</b>	None
<b>Budget Responsibilities:</b>	None

## POSITION PURPOSE

The Education Officer delivers and contributes to all Melbourne Holocaust Museum learning programs for schools, and other audiences as needed, both in person and online.

## KEY RESPONSIBILITIES

- Deliver MHM learning programs for schools, and other learning programs as needed.
- Confidence leading the delivery of different learning programs for schools and an ability to be flexible in delivery to meet the dynamic needs of different groups.
- Work with Holocaust survivors to share their testimony in a safe and meaningful way to different audiences.
- Coordinate and work with volunteers to facilitate delivery of learning programs for schools
- Communicate with teachers to understand the context of their cohort and the needs of different learners to adapt accordingly.
- Work with a number of internal and external stakeholders as required.
- Contribute to the periodic evaluation of learning programs for schools.
- Collect and review evaluation data from learning programs for schools to maintain their high-quality. Contribute to development and writing of resources for learning programs for schools.
- Contribute to the volunteer training and performance uplift program
- General program administration tasks as required.

## KEY SELECTION CRITERIA

### Education/Qualifications

The appointee will have:

- a. A qualification in either: museum studies or education with a speciality in Humanities, History or similar qualifications.
- b. An understanding of the history of the Holocaust.
- c. Experience working in museum education is preferred.

### Checks/Memberships:

- a. Working With Children Check.
- b. Current Police Check.

- c. First aid certification (including CPR and first aid).

## KNOWLEDGE AND SKILLS

- a. Be a dynamic, articulate public speaker who engages a variety of audiences
- b. Rely on experience as an educator to deliver the MHM learning programs for schools.
- c. 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).
- d. Demonstrated experience developing and delivering digital content across platforms.
- e. Experience in designing, developing and dynamic delivery of learning programs for a variety of audiences.
- f. Knowledge of relevant curriculum including the Victorian Curriculum and the Australian Curriculum.
- g. Shows empathy and sensitivity working with a range of stakeholders.
- h. Demonstrated knowledge of and experience of enhancing cultural competency and fostering cultural safety.
- i. Demonstrated experience as an educator preferably with Holocaust teaching experience.
- j. Excellent organisational skills, flexibility, and ability to handle unexpected situations.
- k. Clear and articulate written and verbal communication skills.
- l. Proven ability to liaise at all levels with the Museum and with other relevant bodies, schools and visitors and strong interpersonal skills.

## PERSONAL ATTRIBUTES

- Commitment to the MHM Values
  - **Authentic** - We are true to ourselves and each other.
  - **Community Minded** - Our work is for the community and supported by the community.
  - **Ambitious** - We take our mission seriously and are driven to be successful.
  - **Courteous** - As we teach respect, we need to show it every day.
  - **Collaborative** - We create a supportive workplace that encourages teamwork.
- Passionate about joining an organisation committed to combating racism, antisemitism, and discrimination in the community.
- Commitment to occupational health and safety and risk management practices.

## OTHER JOB-RELATED INFORMATION

- Details of 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.



- 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.
- Training in specific technology software may be required.
- There may be peak periods of work during which taking of leave may be restricted.
- 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 Museum 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.