

### Key role statement

Plans, develops and delivers training and support to volunteers to enable them to effectively tutor adults in communities across Western Australia in order to build a higher level of literacy as part of the Read Write Now program.

### Key responsibilities

1. Plans, coordinates and delivers face to face and online delivery literacy training for trainers, volunteer coordinators and volunteer tutors.
2. Develops high quality literacy resources and training support materials for use by trainers, tutors, coordinators and students.
3. Monitors tutor progress, marks assignments and provides ongoing literacy advice to tutors as required.
4. Assists in the development of ongoing professional development for tutors and volunteer coordinators.
5. Interacts with Volunteers and recognizes the rights and responsibilities of working with volunteers under best practice guidelines inline with the National Standards for Volunteer Involvement.
6. Coordinates the IT requirements of the volunteer Coordinators.
7. Provides innovative solutions and implements new ideas to enable coordinators and tutors to achieve the best outcomes for students and the Program.
8. Coordinates and supports the day to day operations of the Program including database management and reporting.

### Capabilities

*Supports strategic direction and delivers outcomes*

- *Works and thinks strategically in pursuit of organisational vision:* You will understand the strategic objectives, trends and factors that may influence plans and goals.
- *Builds personal and organisational skills and capabilities:* You will develop and apply capabilities to meet performance expectations and contribute own expertise to the team.
- *Focuses on organisational goals:* You will evaluate project performance, identify need to change and initiate change when required.

*Supports productive relationships*

- *Shares information:* You will consult and share information with the team and seek input from others, ensuring others are kept informed. You will build and maintain relationships with volunteers, stakeholders, team members, other teams, colleagues and clients.
- *Values and respects diversity and the rights of the individual:* You will recognize different views, explore contributions and encourage diverse views.

*Displays personal drive, professionalism and integrity*

- *Is self-aware:* You will listen when own ideas are challenged. Reflect on own behaviors and work style and understand the impact on others and on performance.
- *Awareness of and responsibility for self-improvement and career development:* You will take responsibility for completion of work within timeframes and take initiative to progress work when required.

### Essential role requirements

### *Communicate with Influence*

- *Communicates clearly and listens effectively:* You will present information confidently and select the appropriate medium for the audiences' level of knowledge, skills and experience.

### *Negotiates fairly and respectfully:*

You will listen to differing ideas to develop an understanding of the issues, presenting persuasive counter arguments.

### **Professional/technical role requirements**

1. Five years minimum experience teaching and developing resources for language, literacy/numeracy programs including at least 2 years of experience teaching adults
2. Proficiency in the use of technology, including email, the internet, Microsoft Office Suite, technologies for literacy, on-line learning technologies and the ability to use a database
3. Ability to use learning strategies to engage people with Dyslexia or Learning Disabilities

Note: This position requires regular Saturday work and some intrastate travel.

### **Qualifications**

- Relevant Teaching Degree (which may include a Bachelor or Graduate Diploma of Education, a Graduate Diploma in Adult Language, Literacy and Numeracy).

### **Flexibility requirements**

- May be required to work from any Central campus
- Regular Saturday work is required
- Occasional intrastate travel

### **Reporting relationships**

Super ordinate: Manager Read Write Now level 6  
Subordinate: No direct reports

### **Certification:**

The Role Statement describes the current responsibilities and essential role requirements of this position.



11 September 2015

**Signature Director Organisational Development**

**Date:**