

NORTHERN TERRITORY COUNCIL OF GOVERNMENT SCHOOL ORGANISATIONS INC

JOB DESCRIPTION

Job Title:	Governance Mentor Training Officer
Salary:	\$65,876
Contract period:	12 months with option for further 12 months
Location:	1 position Darwin 1 position Alice Springs
Commencement:	February 2012
Line Manager:	Executive Officer

Background

The Northern Territory Council of Government School Organisations (COGSO) is a peak, not for profit, community based education organisation comprised of volunteer members, which represents the interests of the Northern Territory Government school parents, families, School Councils and broader school communities.

An opportunity exists in the dynamic and challenging environment of the Council for a Governance Mentor Training Officer – 1 position in Alice Springs and 1 position in Darwin, to: an Executive Officer, who will:

- Provide accurate and authoritative advice to schools and school community members about school governance and parental engagement.
- Deliver high quality governance and parental engagement mentoring and training services to school communities across the Northern Territory.

Key Responsibilities

- Design and deliver high quality governance and parental engagement training and mentoring to key stakeholders of NT Government School communities in the:
 - a. One position assigned to the Alice Springs Region - including targeted schools Barkly & Warlpiri Triangle communities.
 - b. One position assigned to the Darwin Region -including targeted schools in the Palmerston & Rural, Katherine and Arnhem communities.
- Undertake the development, monitoring, assessment and revision of a range of appropriate governance and parental engagement training resources for NT Government School communities.
- Provide support to all NT Government school communities through the dissemination of information on governance and parental engagement.
- Respond to all requests for governance information and support.
- Support the work of the COGSO Secretariat and uphold the values of the organisation at all times in a professional and ethical manner.

Selection Criteria

Essential

1. Demonstrated skills, knowledge and experience in the delivery of adult education.
2. Demonstrated skills, knowledge and experience in delivering training and mentor support across a range of socio-economic and cultural complexities in the urban, remote and very remote Northern Territory (or similar environment) contexts.
3. High level communication, negotiation and conflict resolution skills.
4. Highly self motivated with an ability to problem solve, be innovative, and think laterally.
5. Well developed organisational skills with the ability to prioritise a set of complex workplace demands.
6. Demonstrated skills, knowledge and experience in the NT public education environment, or ability to acquire same.
7. Effective administrative and word processing skills.
8. Demonstrated ability to undertake field based research resulting in high level reporting.
9. Hold an Ochre card, and have completed a criminal history check, or willingness to secure the same.
10. Current NT driver's license.
11. Able to travel to remote communities throughout the Northern Territory on demand.

Desirable

1. Experience in working to a volunteer, community based, not for profit organisation or able to demonstrate ability to do so.
2. Experience in advocacy and representation in a politically sensitive environment or able to demonstrate the ability to acquire these skills.
3. Experience in developing and using a range of media in conjunction with designated client groups to support the design and delivery of training/education programs.

Qualifications

1. Hold a TAA or equivalent, or higher level skills, knowledge and experience in the delivery of adult education and training.

Referees

Contact details for three professional referees are required at your application to the position.

NOTE

Applications Close:	January 13 th 2012
Interviews held:	January 18 th – 20 th 2012
Referee checks:	January 23 rd – 25 th 2012
Successful applicant notified:	January 27 th 2012
Commencement:	February 6 th 2012

For further information:

Ms Lesley Hosking

Executive Officer

enquiries@ntcogso.org.au

0429993255

www.ntcogso.org.au