Training Manager – Adult Migrant Education Program (AMEP)

Comm Unity Plus Services Ltd (formerly known as Community West VIC Ltd) delivers a range of early intervention and prevention programs focusing on informing and engaging with our community through high quality Adult Education, Neighbourhood House, Legal (through the Brimbank Melton Community Legal Centre) and Family Support programs as well as community engagement and development activities.

Learning for Employment (LfE) has been contracted by the Department of Education and Training to deliver Adult Migrant English Program (AMEP)

The Training Manager is responsible for development, implementation and review of the AMEP education program with the focus of delivering quality training meeting the funding requirements and within budgetary constraints as directed by the Director of Education. The position will work closely with the Program Director Education and provide supervision and support to the Pre-Training Assessors, Trainers, Pathway Counsellor and Administration staff as required.

Part A: Organisation

Comm Unity Plus Services Vision and Values

| Vision:  | Building the capacity of our community by respecting diversity and striving for social justice |
| Values: | Engage with our community by being collaborative and inclusive |
|         | Respond to the needs of our community and develop innovative and flexible services |
|         | Accountable by providing beneficial and sustainable programs |

Part B: Position Specifications

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Training Manager</th>
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<tbody>
<tr>
<td>Position Reports to</td>
<td>Program Director - Education</td>
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<tr>
<td>Employment Status</td>
<td>Part time (30.4 hours per week)</td>
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<tr>
<td>Location</td>
<td>St Albans and Deer Park</td>
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Position Objective

The Training Manager will be responsible for the implementation of delivery of training programs and ensure we meet all contractual arrangements Adult Migrant Education Program (AMEP). The role will work with Program Director and Operation Manager to ensure there are effective administration management systems, quality and compliance systems, training and development of all education staff, business development, budget management and curriculum development and training delivery.

The position will also oversee the work of the PTAs and Trainers who have responsibility for training and also assist with quality and compliance.

Duties & Responsibilities

Strategy & Planning

- Liaise with the Director of Education (DOE) about the strategic direction of the AMEP Education program.
- Prepare and implement the Education Program Training plan annually in line with commUnity+ operational plans and funding contracts in consultation with the DOE and Learning for Employment (LfE).
- Participate in management team meetings monthly (or as required).
- Systematically seek feedback from trainers and assessors to contribute to improvement in training delivery.
- Report to the DOE as required and prepare reports for Annual Report in preparation for the AGM as directed by the DOE.
- In consultation with the DOE, participate in internal sub committee meetings as required.

Business Development

- Assist DOE with planning and preparation of information as required by LfE and/or the Department.
- Manage the marketing and promotion of the AMEP Education programs and services including distribution of marketing materials in consultation with the DOE.
- Identify other AMEP program growth opportunities aligned with the strategy of the organisation.

Program Delivery and Expertise

- Administer AMEP funded courses within the budget and funding guidelines in collaboration with the Manager Human Resources.
- Manage the planning, development, implementation and evaluation of the AMEP Education programs and services, including:
  o manage the enrolment of prospective students;
o ensure all client records are kept in a safe and secure place and ensure policies and procedure in relation to privacy and record keeping are adhered to;
o manage student assessment;
o work with the Administration Staff and trainers to oversee curriculum development within the AMEP Education program;
o prepare AMEP term timetables in consultation with the DOE, other Training managers and Administration Staff and
o monitor progression of programs to ensure that they meet required standards.

Managing Staff

Managing AMEP Training team members including:

- Staff induction;
- Developing work plans;
- Performance agreements and performance appraisals;
- Contributing to the training and development of all commUnity+ staff working in all program areas;
- Coaching and mentoring coordinators to ensure optimum program performance; and,
- Working with the Manager Human Resources to maintain the PD record system and ensure staff PD files are up to date; and
- Arrange appropriate meetings and moderation for trainers.

External Relationships

- Represent commUnity+ at all relevant networks, partnership meetings, liaison with settlement and other

Assist the DOE to Manage Education Financials by:

- Monitoring the performance of the AMEP Education program against budget;
- Meeting AMEP Education revenue targets and the Education contribution to organisation gross profit;
- Understanding and controlling AMEP Education program expenses;
- Monitoring key performance indicators of the AMEP Education program as outlined in contracts and the business plan;
- Participating in monthly management team financial meetings; and
- Managing the acquittal of grants in consultation with the DOE.

Managing Risk & Compliance in Collaboration with the Education Coordinators

- Meet all administrative, compliance and reporting requirements including notifying LfE

- Manage the AMEP statistical information required by funding bodies and ensure it is gathered, entered, validated and sent in a timely manner;
- Regularly review and improve internal systems to ensure that minimal risks occur and compliance is assured;
- Ensure compliance with commUnity+ policies and procedures;
- Ensure compliance with relevant contracts and associated guidelines;
- Ensure compliance with Memorandum of Understandings (MOU) for relevant consortiums or partnerships;
- Maintain relevant and up-to-date skills, knowledge and experience of programs and services delivered within the team (AQTF and VRQA compliance);
- Keep up to date with contract changes, trends and developments in government policies and directions.

Other Requirements

- Take on other duties consistent with the position as directed by the DOE.

Responsibility towards Comm Unity Plus Services Ltd

- Demonstrate the values of Comm Unity Plus Services Ltd;
- Promote the services and programs of Comm Unity Plus Services Ltd in the context of the organisation’s philosophy and objectives;
- Actively participate in and contribute to regular staff meetings and other meetings;
- Ensure compliance with policies and procedures of the organisation;
- Comply with legislative requirements; and
- Work collaboratively with other staff and volunteers across the organisation.

Key Selection Criteria

The person for this position will have demonstrated experience in:

- Independently managing time, prioritising and planning work to meet set timelines. This includes demonstrated experience in being able to cope with periods of constant change;
- Knowledge and understanding of the AMEP Program;
- Managing change within a service unit to achieve efficient and effective practices and meet the goals of the organisational strategy;
- Understanding and applying adult learning principles;
- Understanding and adherence to relevant legislation, government policy and industry requirements including AQTF and VRQA;
- Development of programs that reflect an understanding and commitment to working within a community environment to meet service needs and overall strategic goals;
- Supervising paid and volunteer workers within a team oriented environment focused on achieving outcome measures;
- Effectively communicating with, and relating to, a wide range of people in the community. This includes demonstrated application of highly developed oral and
written communication abilities in the areas of promotion, negotiation and relationship development; and

- Developing effective relationships and networks of people with a variety of backgrounds and roles in the community.
- Managing the financial performance of a program
- Managing risk and compliance

Qualifications

Mandatory:

- Appropriate qualification in Education and/or relevant experience.
- Current Working with Children Check or current Police Check at commUnity+ discretion.

Desirable:

- Appropriate qualification in Management.
- Links and stakeholder connections with stakeholders in education sector in the western region

Other Information

- Comm Unity Plus Services is an Equal Opportunity Employer.
- Travel in the course of duties and to attend training may be required. Some travel and duties may occur outside usual business hours.
- Staff may be required to work from any Comm Unity Plus Services site.

Acknowledgment for Receipt of Position Description

I have received a copy of the Position Description and have read and understand its contents. I understand that this position description is an indication of the duties and responsibilities that I may be required to undertake. From time to time, I may be required to undertake other duties within my skills and experience.

Name (please print):____________________________________

Signature: _____________________________________ Date: ______________________