

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title:	Farm Learning Facilitator
Division:	City Services
Unit:	City Greening & Leisure
Management Level:	Worker

2. ORGANISATIONAL RELATIONSHIPS

Position Title of Supervisor:

City Farm Project Manager

Titles of Positions which report to Farm Learning Facilitator are:

Nil

Contractors for which this position is responsible:

Suppliers, contractors, and volunteers to ensure effective operation of City Farm education activities

3. PRIMARY PURPOSE OF POSITION

To design and lead operational, administrative and delivery aspects of the Sydney City Farm learning programs including formal and informal programs for adults and children, outreach programs, and interpretative elements.

4. POSITION OBJECTIVES

The major objectives to be achieved by the Farm Learning Facilitator are:

- Development and delivery of formal and informal education programs and activities for adults and children including site based and outreach programs.
- Managing education program logistics including: topics, programming, tutors, volunteers, facilities, promotions and resources.
- Management of the City Farm booking systems and databases.
- Actively promoting the City Farm through community awareness and participation opportunities including representing City Farm at community events and programs.

- To be held accountable for working conditions under the control of the position and for detecting any unsafe or unhealthy conditions or behaviour and to take immediate steps to investigate and rectify any risks to health, safety and welfare arising from any activity.

5. POSITION ACCOUNTABILITIES

- Designing and delivering Sydney City Farm education programs and activities as per the event plan.
- Leading delivery and implementation of outreach education programs including corporate environmental activities, school incursion, education offer at the City Farm Market, displays and activities at community events and programs, and off-site education opportunities.
- Recruiting, training, coordinating and supervising the City Farm education / event volunteers
- Managing Farm administrative systems including: booking software, web promotion, signage templates, and promotional programs.
- Managing operational expenses related to City Farm learning programs to ensure they remain within budget.
- Undertaking market benchmarking and feasibility analysis for City Farm learning programs.
- Engaging appropriate tutors to deliver education programs including: identifying, procurement, contract administration and evaluation.
- Managing event / program enquiries, registrations and cancellations of events associated with farm workshops, presentations, educational activities, and practical volunteer activities.
- Maintaining Farm learning program operational databases and records including analysing data and providing monthly reports
- Providing clear, concise communication and record keeping with relevant internal and external stakeholders relating to the City Farm.
- Actively promoting the City Farm through community awareness and participation opportunities.
- Ensuring City Farm experiences and other initiatives meet the expectations of key customers including Councilors, residents, city workers, volunteers, and visitors.
- Undertaking other reasonable tasks and duties as requested by the City Farm Project Manager, Unit Manager or Director.

- Complying with and keep abreast of any relevant legislation applicable to the performance of the duties of this position.

6. WORK, HEALTH & SAFETY RESPONSIBILITIES

Workers have an active role to play in the Safety Management System (SMS). Workers have the following responsibility, authority and accountability:

- Working safely so as not to put yourself or others at risk
- Stopping work in circumstances that are deemed an immediate risk to health and safety until a satisfactory solution is agreed/implemented
- Cooperating and complying with safe work method statements, policies and procedures and participating in their development
- Reporting all accident, incidents and hazards to your supervisor immediately and participating in accident/incident investigation and risk management activities
- Attending WHS training
- Complying with the requirements of the City's Return to Work program

A full list of WHS responsibilities and accountabilities are available within the City's SMS document; Responsibility, Authority and Accountability (RAA) Matrix.

7. AUTHORITY TO ACT

- The Farm Learning Facilitator has the scope to develop, implement and continuously improve administrative and event systems and procedures appropriate to the current and future needs of the City Farm.
- The Farm Learning Facilitator makes day to day decisions in consultation with key internal and external customers, stakeholders and service providers.
- The Farm Learning Facilitator has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- The Farm Learning Facilitator is expected to be aware of and abide by the City's Awards, codes of conduct and other approved policies in the performance of their duties.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory

resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

8. SELECTION CRITERIA

Essential Criteria

- Tertiary qualifications / Certificate IV in Training and Assessment and / or experience in the design, delivery and evaluation of education programs and resources with a sustainability focus
- Demonstrated skills in high level administration, operation and coordination of activities in an education environment
- Highly developed communication and computer skills
- Demonstrated experience in contract management, networking and developing productive working relationships with internal and external stakeholders
- Well-developed project management, problem solving and conflict resolution skills
- Ability to contribute from operational level to education program delivery and process improvement in an integrated, multidisciplinary project environment
- Demonstrated experience working in a flexible manner in a team environment
- Hands-on, can do attitude, and ability to initiate action, exercise sound judgment and discretion.
- Demonstrated experience working autonomously and unsupervised.
- Flexible manner and ability to work in a team environment.
- Available to work required roster which includes weekday and weekend hours.
- Demonstrated commitment to Equal Employment Opportunity, Work Health and Safety and Cultural Diversity principles.

Desirable Criteria

- First Aid training or ability to obtain.
- Horticulture qualifications and experience.
- Experience in volunteer management.
- Experience in local government.
- NSW Drivers' license.