

Position Description

Position Title:	Education Officer
Job Type:	Part-time (0.6 FTE); fixed term (12 months)
Salary Range:	\$56,649 to \$70,838 plus superannuation (for 0.6 FTE)
Location:	VCTA Offices Suite 201, 134-136 Cambridge Street, Collingwood VIC 3066
Manager:	Executive Officer

About us

The Victorian Commercial Teachers Association (VCTA) is an independent not-for-profit membership organisation and registered charity under the Australian Charities and Not-for-profits Commission (ACNC), dedicated to providing leadership, support services, programs, and resources to its members and other educators. VCTA's Australia-wide membership includes individuals working in schools, groups and organisations associated with schools, tertiary institutions, and teachers in training.

The vision of the VCTA is to be a leader in providing professional support and services to teachers of commercial education and other educators to enhance teaching and learning.

Our values are collegiality, equity, integrity, professionalism, respect and governance

The VCTA is a well-established and financially stable organisation, respected and trusted by its members and other stakeholders

The VCTA operates the following entities –

- **Victorian Commercial Teachers' Association (VCTA)** – Established in 1954, the VCTA has a rich history as the peak body for commercial teachers in Victoria, providing leadership and supporting members to achieve excellence in our learning areas. The current total membership of the VCTA is approximately 785 across individual, school, and institutional membership categories, representing around 3,500 teachers across all school sectors (government, catholic and independent). The VCTA offers an annual professional learning program, including a flagship conference called Comview, and an online journal of classroom resources for all members, called Compak. VCTA advocates for and represents teachers of:
 - Accounting and financial literacy education
 - Business education
 - Civics & Citizenship education
 - Economics education
 - Legal Studies and Law-Related education
 - Work-Related education
- **National Curriculum Services Pty Ltd (NCS)** – A wholly owned subsidiary of the VCTA, NCS provides national education consultancy services to government authorities and the private sector, as well as conference and event management services to a range of clients.
- **VCTA Properties Pty Ltd** – Manages the financial investments and property held by the parent entity (VCTA).

The VCTA also serves as the secretariat for Business Educators Australasia Inc. (BEA), the national peak body of Economics and Business subject associations across all Australian states and territories.

The VCTA operates currently with a small team of 7 staff members across its entities, working closely with each other, as well as with our Board, contractors and member volunteers, to deliver the organisation's strategic and operational goals. The VCTA is committed to providing a workplace where staff feel valued and appreciated, where they bring their strengths to their work, strive for excellence and support each other's success.

What are we looking for?

We are looking for an experienced commerce educator to support the development and delivery of VCTA and NCS education programs and resources, teacher professional learning, advocacy, and the nurturing of VCTA's professional teaching and learning community and networks.

You will be a strong team player with friendly, effective communication skills and an excellent client-oriented approach in your interactions with our members and other stakeholders. Being part of an organisation with a small team, you won't hesitate to pitch in to support your colleagues when needed to ensure we deliver high quality and timely products and services to our members and other stakeholders.

Main Duties/Responsibilities

- Supporting VCTA members through developing innovative, high-calibre programs through professional learning events and educational resources.
- Supporting the administration of professional learning programs and resources including the monitoring, overseeing, quality assurance and active participation in and/or delivery in a timely, efficient and sustainable manner.
- Support VCTA's advocacy role through provision of materials and other resources/events, including for social media, for our members.
- Providing advice and support in commerce education for VCTA members in consultation with the Executive Officer.
- Represent the VCTA and its members at stakeholder events including briefings and working groups.
- Supporting the delivery of NCS curriculum-related projects through innovative program design and resource development.

This role may involve other duties as required.

Skills and Experience

- You will:
 - be a suitably qualified educator with recent relevant education-related classroom teaching/school experience
 - have sound knowledge of commerce teaching pedagogy and curriculum design
 - maintain a current and detailed knowledge of the Victorian Curriculum for commerce studies and VCE Study Designs
 - have a demonstrated ability to work collaboratively and consultatively as a team member
 - have intermediate to advanced computer skills to be able to use a range of relevant software applications to their full potential
 - have excellent verbal and written communication and interpersonal skills
 - be proactive, organised and able to meet deadlines
 - use analytical and conceptual skills to reason through problems
 - demonstrate a commitment to continuous improvement and innovation
 - be willing to learn and adapt to new systems and undertake necessary training for developing skills for continuous improvement

Working at the VCTA

VCTA is a strength-based organisation focused on developing its staff and cultivating an environment that supports both professional and personal growth. Our working environment is busy, friendly, and welcoming. Though we are a small team, we work hard for our members, clients and stakeholders, offering strong support to each other while staying fully committed to the organisation's purpose and vision.

Standard hours of work are weekdays from 9.00am to 5.00pm; however, Flexible Working Arrangements can be requested. All staff are expected to attend major VCTA events, some of which occur outside standard office hours, with appropriate notice.

The VCTA offers the opportunity to work in a hybrid model, combining office-based and working-from-home arrangements. The arrangement for each staff member will be determined based on a combination of their preferences and the needs of both the role and the organisation. Given we are a small team, most days will be office-based to ensure we can support one another and provide excellent service to our members and other stakeholders. The VCTA currently has 3 allocated parking spots, shared on a roster for staff when attending the office.

All staff are required to have a current *Working with Children Check* and a *National Police Check*.

The VCTA is an equal opportunity employer committed to diversity. We welcome applicants from a range of backgrounds, including differences in age, gender, culture, physical ability, and neurodiversity.

The appointment is subject to a 6-month probation period from the commencement of employment.

Should either the employee or employer wish to terminate employment, a minimum of one month's notice is required.