

Adult Courses and Programs Trainer/Facilitator

Position Description



Reporting to:	Adult Programs Course Manager	Work location:	CERES main site (East Brunswick)
Team:	Adult Learning	Direct reports:	None
Classification:	EM2 - \$37.76 ph	Working conditions:	Casual

About CERES

CERES is an environmental education centre, urban farm and social enterprise hub spread across four locations, linked by the Merri and Darebin Creeks on Wurundjeri Country, Melbourne. Our vision is for people to fall in love with the Earth again and to that end, our work spans environmental, social, economic, spiritual and cultural dimensions.

CERES is a social impact powerhouse, turning over \$20M annually, employing 315 staff and operating 16 distinct yet integrated social enterprises. CERES is a dynamic, innovative and resilient organisation which has tripled in size over the past 10 years and is predominantly self-funded through trade.

About CERES School of Nature and Climate

The CERES School of Nature and Climate is a response to the climate and ecological crisis. Our education offerings including workshops, courses and wellbeing programs for adults, student and teachers programs and are designed to develop skills, leadership and resilience that will be needed in the coming decade. We do this through connecting to learners' hearts, sharing knowledge to engage minds, and providing applied skills to implement with hands.

Role purpose

To deliver CERES sustainability-focused courses/programs that meet participant needs and provide participants with a supportive learning environment to build knowledge, skills, confidence, connections and resilience.

Key areas of accountability

Program Delivery

- Deliver the program as per the outline/curriculum/guidelines provided (see attached)
- Identify and accommodate individual participant support needs where appropriate
- Organise/set up/pack up all relevant program materials and equipment as appropriate

CERES Culture

- Work in alignment with CERES purpose, vision, and strategic plan
- Support and collaborate with other areas of CERES as appropriate

Reporting

- Report to Manager course/program progress and any issues that arise

Person specification

Essential

- Relevant qualifications and/or experience in Hospitality (Cert III Commercial Cookery)
- Relevant qualifications and/or experience in educating children with special needs or a willingness to learn
- Well-developed communication and interpersonal skills to work with students, school staff and CERES colleagues

Qualifications

- Must hold a current WWCC

Health, safety, security and risk management

- Be a role model for safety and security including complying with all safety instructions and training given at the workplace.
- Act in a safe manner at all times and participate with keeping all employees, contractors and volunteers safe whilst on and off the premises.
- Report all incidents, potential hazards and injuries in a timely manner.
- Be aware of the risks associated with your team's every day work and ensure appropriate mitigation measures are applied.

Additional

- In line with the *Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015*, CERES is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.
- CERES Upholds itself as an organisation committed to the right to survival, protection, development, participation and empowerment of all children and young people.
- Is committed to the cultural safety of Aboriginal children, young people and children and young people from culturally diverse and/or linguistically diverse (CALD) backgrounds and to providing a safe environment for children and young people with a disability.

- It is the employee's responsibility to familiarise themselves with, understand and adhere to CERES' policies and procedures as varied from time to time.

Program Name	Special Needs School non-accredited Hospitality VET Program
Cohort	<p>Special Needs School, Yr 11/12 students</p> <p>Max of 10 participants</p> <p>School provides accompanying teacher and aide/s and will manage behavioural issues/any medication needs</p>
Dates/Times	Thursdays 10.00am to 2.00pm in term time (plus 1.5 hours)
Program Aim	<p>To provide students with Hospitality industry skills via a non-accredited program.</p> <p>The Facilitator will plan and work with the students weekly to prepare a lunch to share ensuring participants are provided with opportunities to learn:</p> <ul style="list-style-type: none"> ● Safe use of a range of food preparation equipment ● Hygienic work practices relevant to a commercial kitchen ● Culinary knife skills ● How to prepare a wide range of ingredients ● Use of a wide range of cooking methods
Paperwork	<p>No attendance records required.</p> <p>Completion of Program template provided to record weekly activities undertaken.</p>
Person Specifics	<ul style="list-style-type: none"> ● Relevant qualifications and/or experience in Hospitality (Cert III Commercial Cookery) ● Relevant qualifications and/or experience in educating children with special needs or a willingness to learn ● Well-developed communication and interpersonal skills to work with students, school staff and CERES colleagues ● Must hold a current WWCC