

Selection Criteria

Learning and Development Support Officer

Essential:

1. Demonstrated experience in providing high level administrative support
2. Demonstrated experience to coordinate, set up and facilitate information sessions
3. Excellent time management skills and the ability to prioritise and meet deadlines
4. Well-developed interpersonal skills and demonstrated ability to liaise and build collaborative positive working relationships with a broad range of people
5. Proven problem solving and decision making skills
6. Demonstrated ability to work independently and effectively within a team
7. Demonstrated ability in working on and coordinating small projects
8. Strong working knowledge of person centred practice and assets based community development frameworks
9. Sound computer skills including proficiency with Microsoft Office software suite and client management systems

Desirable:

1. Understanding of, or experience with, competency based learning
2. Experience working with people from and Culturally and Linguistically Diverse backgrounds

We value diversity and welcome applicants from all walks of life, ages, backgrounds and cultures.