

Position Title: Parent and Community Engagement Officer

Terms of Employment: Casual minimum 20 hours per month/12 months.

The Tasmanian Association of State School Organisations (TASSO) is a non-profit Incorporated Association. TASSO is managed by an elected committee, assisted by the Executive Officer. The TASSO committee is elected annually by Tasmanian State School Associations that are affiliated with TASSO.

The Association is committed to high standards of performance in the application of contemporary management practices and principles including occupational health and safety, and workplace diversity. The successful applicant is expected to participate in maintaining safe working conditions and practices and to behave in a fair and non-discriminatory manner.

The successful applicant is expected to use information gained in the position discretely and responsibly and in accordance with privacy principles.

The successful applicant will report directly to the Executive Officer.

POSITION OBJECTIVES

1/ To develop, promote and further the aims and objectives of TASSO through projects and platforms such as –

- Community Empowered Schools
- Regional Meetings & Seminars
- Parent Engagement Strategies

2/ Continue to build and foster relationships with School Association, individual parents, students and state schools across the state.

3/ Assist with the distribution of information to parents and school communities throughout the state using all current and available technologies and platforms.

Employment Criteria:

TASSO recognises the individual differences that can contribute to the capacity of a person to perform the duties, and the selection decision will be based on merit. The primary reasons for selection relate to the suitability of the candidate and their qualities to perform the duties. These qualities will include skills and abilities; qualifications and training; relevant personal qualities; and demonstrated potential to quickly absorb new knowledge.

Duties / Primary Functions:

- Help to co-ordinate and facilitate Community Empowered School workshops
- Book and confirm venues for Regional meetings, seminars & workshops
- Help to co-ordinate and conduct TASSO AGM as required
- Attend school association meetings and parent meetings as required at times designated by members
- Attend meetings with Management Committee, Executive Officer and stakeholders as required
- Liaise with and support school associations, parent groups and school communities' to build parent and community engagement with their school
- Build and improve communication links between TASSO and school communities

- Work with groups of parents in schools to enable confident and effective participation in school governance and decision making
- Provide advice and information regarding the Tasmanian Education Department guidelines and policies and distribute relevant materials
- Provide advice and information regarding the TASSO policies and procedures and the Community Empowered Schools project; including the distribution of relevant resources/materials.
- Be conversant with state education policies
- To provide organisational and administrative assistance to the Executive Officer as directed
- Maintain financial records of expenditure related to the role
- Record contact details of members, schools and parents contacted through this role
- Provide monthly report to the Executive Officer for the Management Committee

Direction/Supervision Received:

Day to day workload will generally be unsupervised, guidance, supervision and direction will be from the Executive Officer and the President.

Selection Criteria:

- Capacity to develop parental engagement,
- Sound knowledge of the role and functions of School Associations, and the Community Empowered Schools project.
- Experience in good governance and problem solving,
- Proven personal and interpersonal skills and the ability to work effectively, both independently and as a member of a team, and
- The ability to liaise effectively between individuals, groups and various government departments.

Smoking is prohibited in the workplace.

Essential Requirements:

- Current Driving Licence and own reliable vehicle
- Working with Vulnerable People Registration,
- Proficient in Microsoft Word, Excel, Outlook (or similar email system)
- Access to reliable broadband internet.
- Ability to work unsupervised
- High level of communication, organisational and planning skills

Desirable Requirements:

Knowledge and understanding of the Tasmanian Education Act, and the role and functions of School Associations

Knowledge and understanding of the TASSO policies and procedures and the Community Empowered Schools project

Knowledge and understanding of Facebook and website development

Applicants should address the selection criteria and essential requirements in their application.

Applications to be received by close of business **10 March 2017**, applications to be lodged by email to: eo@tasso.org.au or post to TASSO, PO Box 183, Lindisfarne TAS 7015.