



JOB TITLE: Sustainability Educator – public programs

JOB TYPE:	Full time – 5 days per week; 7 .5 hours per day with regular weekend shifts
LOCATION:	Reverse Garbage, Hut 8, 142 Addison Road, Marrickville
REPORTS TO:	Education Co-ordinator
DIRECT REPORTS:	Education staff Volunteer education assistants

CONTEXT FOR THE ROLE:

Reverse Garbage (RG) is a self-funded not for profit social enterprise. It has been established to promote reuse in order to contribute to protecting our natural environment. Community education and public programs are an important aspect of our work. The RG Education Service provides programs to children and adults. We work in partnership with a wide variety of schools, Councils and other organisations to deliver our programs. We also run our own community education activities offered directly to the public. Our program promotes environmental sustainability through creativity, upcycling skills, STEM and visual arts.

Although the education service is subsidised through our other income streams, it must also generate revenue through its services and programs.

MAIN DUTIES/RESPONSIBILITIES:

To manage the effective promotion, marketing and delivery of the public programs such as festivals, community events and vacation care programs as part of our Education Service.

Duties for the Sustainability Educator include:

- Promoting and marketing the RG Education Services:
 - Liaising with education and workshop clients.
 - Preparing promotional material for media and social media.
 - Developing and carrying out a marketing and promotion strategy.
 - Engaging with key stakeholders to promote services.
- Developing and managing reuse education programs
 - Developing specific workshops designed to utilise the materials available at the warehouse.
 - Linking the education activities to key sustainability outcomes including reducing waste and extending the life of resources
 - Liaising with facilitators to develop engaging adult community education and creative reuse programs
- Promoting the financial viability of the RG Education Services in order to achieve the organisation's financial objectives including
 - Managing expenditures and taking actions to achieve education budget targets;
- Coordinating and supporting the casual educators
 - Supporting education staff and volunteers including scheduling and assigning employees, orienting, and training staff in the public programs.
 - Supporting education staff to achieve results



- Implementing and recommending improvements for procedures relating to the education section.
- Ensuring a high level of customer service focus across the education section of the organisation.
- Identifying current and future customer requirements by establishing rapport with potential and actual customers and other persons in a position to understand service requirements.
- Protecting employees and customers by contributing to a safe and clean working environment.
- Contributing to the stability and reputation of the store by complying with legal requirements.
- Maintaining professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Initiating, coordinating, and enforcing program, operational, and personnel policies and procedures as related to the retail section of the organisation.
- Contributing to team effort by demonstrating collaborative practises and leading as part of the team.

SKILLS & EXPERIENCE

Qualifications:

- Relevant qualification or equivalent experience in community education, sustainability, event management, public programs or similar;

Experience:

Demonstrated experience:

- delivering community education programs (preferably in a commercial or cost recovery setting; focusing on sustainability or creative arts).
- in marketing and promotion.
- managing volunteers.
- in all aspects of customer service in a community education setting.
- managing off site and on-site service delivery.
- managing priorities effectively in a dynamic team environment.
- using social media, cloud based software and related computing and communication technology.

Knowledge:

- Knowledge of reuse principles and a commitment to sustainability.
- Commitment to teamwork and collaboration.
- Strong written and verbal communication skills.
- Creative thinking and problem solving.
- A passion for an inclusive and sustainable community.

Requirements:

- Valid NSW Drivers licence
- Working with Children Clearance

Desirable skills:

- First Aid Certificate
- Adult Education skills/experience

PERFORMANCE GOALS:

- Undertaken all activities to ensure the effective and efficient operation of the public programs in the Education Service in line with priorities as set out in an agreed work plan and financial targets.



- Providing feedback to the Education Co-ordinator and CEO about ways to enhance education services for the organisation.
- Ensure that communication and engagement with customers, staff and stakeholders reflects a high level of customer service and teamwork.
- Perform other duties as directed, in line with this job description.

FINANCIAL

- Manage program budgets in order to control expenditure and ensure income targets are achieved.
- Prepare quotations, invoices and receipts for education services.
- Contribute to annual review of pricing for the education services.
- Confirm relevant invoices for approval and payment.

OPERATIONAL & HUMAN RESOURCES

- Participate as part of the staff team at all times.
- Fulfil obligations under the RG Code of Conduct.
- Support and train volunteers, interns and students working in public programs.

WORKPLACE HEALTH & SAFETY

- Demonstrate leadership in the maintenance of safe workplace in the retail area for both workers and customers.
- Actively promote safety and safe work practices.
- Identify potential hazards in the workplace and ensure elimination and reduction of risk.

ADOVOCACY, PROMOTION, EDUCATION & PARTNERSHIPS

- Ensure the positive promotion and protection of the Reverse Garbage brand.
- Engage in public activities that promote the interests and objectives of the Reverse Garbage.
- Provide support to the retail services and other related partnership activities.
- Ensure the RG social media promotion and related public relations tasks are undertaken in a timely manner to strengthen stakeholder relationships through these channels.