

POSITION TITLE:	Educator - all programs
Immediate Manager	Education Manager
Location	Office of Family Planning Tasmania (FPT)
Employment status	Casual
Probation period	Not applicable

ORGANISATIONAL OVERVIEW	
About FPT	<p>Family Planning Tasmania (FPT) is the leading agency in Tasmania working in the area of sexual and reproductive health. It was established in 1973, and is now a state-wide, not-for-profit organisation providing sexual and reproductive health clinic and education services to all Tasmanians.</p> <p>FPT is a member of the Family Planning Alliance Australia (FPAA), the nation's peak body in reproductive and sexual health. FPAA is a network of state and territory sexual health and family planning organisations.</p> <p>FPT provides three main sexual and reproductive health doctor/nurse clinics located in Glenorchy, Burnie, and Launceston. This is in addition to outreach clinics at Pulse Glenorchy, Mary Hutchinson Women's Prison, and Cornerstone Youth Services (Headspace Devonport). FPT also delivers sexual health and relationships education in schools and other community settings.</p> <p>FPT is governed by a voluntary board. Funding comes from the Department of Health, Tasmania, Medicare, and fee for service education and clinic areas.</p>

POSITION OVERVIEW	
Primary purpose	The purpose of the role is to provide development and delivery of FPT Education programs in accordance with the Education team and under the instruction of the Senior Educator and the Manager of Education Training and Health Promotion.
Role Relationships	<p>Internal</p> <ul style="list-style-type: none"> • Education Manager • Senior Educator • Education Team • Education Administrator

	<ul style="list-style-type: none"> • Clinical Services Team <p>External</p> <ul style="list-style-type: none"> • Community service organisations • Department of Education • Professional networks • Community stakeholders • Department of Community Services • Department of Health • Department of Justice
Level of responsibility	<ul style="list-style-type: none"> • Works under minimal supervision and self-prioritises work. • Work is reviewed in conjunction with the Senior Educator and Education Manager in line with key performance indicators (KPI's). • Regular reviews and supervision will be undertaken to ensure project and contract deliverables are being met.
KEY RESULT AREAS	
	<ul style="list-style-type: none"> • Deliver FPT education programs
	<ul style="list-style-type: none"> • Identify, build and strengthen stakeholder relationships with key stakeholders to ensure the ongoing success of FPT education services
	<ul style="list-style-type: none"> • Regularly report progress against agreed project milestones and KPI's to the Senior Educator and the Manager – Education, Training and Health Promotion.
	<ul style="list-style-type: none"> • Actively identify opportunities for the success of the program including fee for service work.
	<ul style="list-style-type: none"> • Develop, review and evaluate education resources and strategies.
	<ul style="list-style-type: none"> • Lead and/or contribute to research initiatives, including the maintenance of quantitative and qualitative data as required.
	<ul style="list-style-type: none"> • Undertake professional learning where required for upskilling in a particular area of FPT service and programs.
	<ul style="list-style-type: none"> • Perform all other duties, for which you are reasonably trained and skilled to undertake to fulfil the responsibilities of the position.

SELECTION CRITERIA	
1	Proven ability to deliver, implement and evaluate effective education programs.
2	Experience in creating and maintaining supportive and safe learning environments.
3	Demonstrated high level interpersonal skills and the proven capacity to work effectively as part of a team and engage professionally with colleagues, parents, carer's, school staff and the broader community.
4	Demonstrated excellence in written, oral communication and affective language.
5	Proficiency in Microsoft Office applications.
6	A commitment to the ethics and values of Family Planning Tasmania.
7	Ability to work flexible hours and days on occasion to support organisational needs.

8	Achievement of an appropriate and relevant tertiary qualification such as teaching and/or industry/professional experience relevant to the position.
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DESIRABLE QUALIFICATIONS AND KNOWLEDGE	
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1	Knowledge and understanding of Family Planning organisations and sexual and reproductive health.
2	Up to date knowledge of developments and trends in the health or education sectors.

SPECIAL CONDITIONS AND CLEARANCES	
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	<p>The successful applicant will be expected to have:</p> <ul style="list-style-type: none"> • a Working with Vulnerable People Registration clearance and a National Police Criminal history check. • a current driver's licence and access to a vehicle (travel is reimbursed). <p>Intrastate travel is required.</p>
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