



FITZROY LEARNING NETWORK

PRE-ACCREDITED GARDENING EDUCATOR INTRODUCTION TO URBAN FARMING POSITION DESCRIPTION

Position	
Position: Pre-Accredited (Casual) Gardening Educator Introduction to Urban Gardening	Program: Pre-accredited Programs and Community Development Stream
Fitzroy Learning Network	<p>Our purpose is to foster community connection and active participation in society supporting our vision for an egalitarian society where everyone feels safe, included, and empowered.</p> <p>We are an essential and trusted part of Fitzroy, a hub where people feel safe to connect, be heard, and to learn and grow.</p>
Role Purpose	<p>The key objectives for this position include:-</p> <ul style="list-style-type: none"> • delivery of the pre accredited training taking a strengths-based approach and creating an engaging learning environment • providing a quality learning environment consistent with Fitzroy Learning's culture and values • operating within the Fitzroy Learning framework including policies and procedures • delivering training compliant with relevant funding contracts • completing relevant administration to meet compliance requirements.
Key Selection Criteria	<ul style="list-style-type: none"> • A passion for community gardening • Extensive gardening practice & knowledge • Strong oral communication skills • Proven ability to work empathetically with participants with diverse experience and backgrounds. • An understanding of issues facing people including homeless, addiction, financial management and literacy. • Proven ability to effectively engage people through a task-oriented program utilising a range of activities, resources, and materials. • Ability to work flexibly and adapt to people's needs.
Application	<p>Please address the key selection criteria and email with a copy of your resume to admin@fln.org.au by 9pm Sunday 28th January 2024.</p> <p>Any questions regarding the position please contact Christine on 9417 2897.</p>



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Position: Pre-Accredited (Casual) Gardening Educator Introduction to Urban Gardening	Reports to: Community Programs Coordinator
Program: Pre-accredited Programs and Community Development Stream	Working Relationships: Fitzroy Learning team, participants, positive working relationship with partner organisation Quin House.
Partnership	Quin House is a 12-week voluntary program in an 11-bed Supported Accommodation Rehabilitation Service providing short to medium-term rehabilitation to homeless and socially marginalised adult males with a substance dependency. The program facilitates opportunities to break the cycle of dependency, homelessness and social exclusion.
Term	The position is a casual one and is dependent on enrolment numbers. The contract will be offered for 2024, and pending satisfactory delivery, enrolment numbers and continued ACFE funding, the position will continue.
Ordinary hours of work	3 hours per week within standard working hours within school terms. Occasional additional hours as negotiated.
Remuneration	The role as ACFE Teacher will be paid at the rate of Teacher and Tutors/Instructors level 1 at the casual rate of \$51.95 per hour. This amount includes the applicable casual loading and is based on the conditions set out in the Educational Services (post-Secondary Education) Award 2010.

Key responsibilities
<p>Service planning, management and delivery</p> <ul style="list-style-type: none"> Promote an environment that facilitates lifelong learning, providing learners the opportunity to develop skills, move onto further training and employment outcomes. Plan, prepare, deliver, and evaluate training in accordance with the pre-accredited quality framework quality indicators. Complete the A Frame ACFE documentation including session plans, and course evaluation documents, within the allocated time frames. In consultation with the Program Coordinator, create learning resources which meet the pre-accredited quality framework standards. Ensure compliance with FLN's policies, procedures, and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination, and other relevant policies. Gain approval for expenditure from the Community Programs Coordinator.



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Student management and support

- Maintain class rolls for each class and submit to the admin officer on a weekly basis.
- Report concerns regarding student wellbeing and progress.

Additional Duties

- Within the scope, skills and qualifications required for the role, as negotiated and agreed, undertake additional paid duties if required.

Key Performance Criteria

- Submit program session plans two weeks prior to program commencement.
- Complete and submit program evaluation forms two weeks after course completion.
- Submit program attendance records weekly.
- Encourage and monitor student attendance.
- Provision of quality training which meet the Pre-accredited Quality Framework standards.
- Complete all course administration requirements

Decision-making

- Ensure decisions are made that are consistent with FLN policies and procedures and liaise with Community Programs Coordinator and CEO as required.
- Take a solution-based approach to problem-solving, developing strategies to work through identified issues in a logical manner.

Salary, Award and Conditions

The position is based on the employment conditions set out in the Educational Services (post-Secondary Education) Award 2010.

The role as ACFE Teacher will be paid at the rate of Teacher and Tutors/Instructors level 1 at the casual rate of \$51.95. These amounts include the applicable casual loading and are based on the Educational Services (post-Secondary Education) Award 2010 rates.

Specific Requirements (Completed based on program)

Course: Introduction to Urban Gardening

Course Dates and Duration:

Term 1 Tuesday 6th February 2024

2hr course x 8 weeks, 16 hours per term

10hrs x admin/prepartion per term

Term 3 Tuesday 16th July 2024

2hr course x 10 weeks, 20 hours per term

10hrs x admin/prepartion per term

Term 2 Tuesday 16th April 2024

2hr course x 11 weeks, 22 hours per term

11hrs x admin/prepartion per term

Term 4 Tuesday 8th Oct 2024

2hr course x 10 weeks, 20 hours per term

10hrs x admin/prepartion per term

Course Aim/Description:

The aim is to introduce people to the concept of lifelong learning via a series of gardening classes. Skill development will focus on building confidence, self esteem, communication and team building skills by information and activities that are based on food waste, harvesting from the garden, plant biology as well as garden design. It is also a taster for participants to see if they have the skills and interest to pursue a pathway to further study in horticulture.

Course Content: The program will include:

Session 1

Introduction, skills audit, what would like to get out of program.
OHS safe work practices.
Safe handling of tools and equipment

Session 2

Horticultural tasks – potting, planting, propagation, and weeding
Soil testing

Session 3

Planning your garden – indoor/outdoor.
The elements, locations
What and how you can grow plants, including wicking beds or terrariums.

Session 4 & 5

Setting up garden beds, mulching, composting, Soils, potting mix
Placing and planting seedlings and seeds, companion planting methods, discussion on plant selection

Session 6

Propagation

Session 7 & 8

Maintenance and pest control of your plants.

Session 9

Getting involved in community gardens.

Session 10

vocational pathways

Review and presentation of certificates

Course Outcomes:

Participants will be able to design, plan, prepare and manage a small indoor or outdoor garden, and articulate if this is a suitable career pathway .

Course Evaluation: An evaluation with students will be completed based on ACFE accreditation standards and a brief program report completed detailing the course success and recommendations for improvement.

EMPLOYMENT CONDITIONS

The position is casual, and the hours negotiated are on as needs basis as agreed. Conditions of employment as outlined in the contract. Additional hours will be provided for extra duties undertaken outside the scope of the role as agreed. Appointment is subject to a police check. Continued appointment is subject to student numbers.