TAFE DIRECTORS AUSTRALIA – NATIONAL SECRETARIAT

Job Reference No: TDA/MSCO/2009

ROLE: Member Services and Communications Officer – Member Services Unit

Background

Applications are invited from suitably qualified persons who are interested in being considered for employment in the National Secretariat of TAFE Directors Australia, the peak body representing Australia’s 57 TAFE Institutes.

This appointment may provide a Professional Development opportunity for a recent graduate in business/education/communications, interested in establishing their career in the fast-growing education and training industry.

TAFE Directors Australia is an incorporated not-for-profit educational national body, and salary packaging is available under ATO-approved educational employment conditions. Educational training courses are offered to employees after a probation period, and bonuses apply. Further Secretariat information: refer website www.tda.edu.au

This development position will be Sydney-based. Currently, the National Secretariat is relocating to Sydney, initially based at Sydney Institute of TAFE Ultimo – effective August 2009.

The role is a leadership position on the executive team in the Secretariat, designed to service “TDA” facilitating wider international projects and business for TAFE Institutes, managing networks and policy on international issues, responsibility for Tuition Assurance certification scheme for TAFE Institutes, and developing a marketing plan to support the new three-year Strategic Plan for “TDA”.

Salary

$40,000 p.a., plus superannuation – 12 months contract, with opportunities for promotion and contract extension to approved candidates

Duties

Membership and Communications Officer, reporting to Director, International and Business Development.

Scope

The role is segmented into three areas of responsibility:-

• INSTITUTE MEMBER LIAISON – As a key member of the Member Services Unit, you will take charge of the TAFE Directors Australia weekly Monday national e-newsletter, including the organisation’s website www.tda.edu.au – now a leader in the sector for information on the VET sector, and showcasing activities of TAFE Institutes.

• ADMINISTRATION – Provide administrative support for TDA’s Institute members registered to offer Commonwealth FEE HELP student loans, which require TDA issuing Tuition Assurance certification. This involves working under direction and guidance of the Director, International and Business Development.

• DATABASE MANAGEMENT & MARKETING SUPPORT – Manage the TDA stakeholder database, its currency, and at a related level, support planning for location support for events and marketing for TDA’s annual national conference, and other strategic events across its network, and interstate and overseas.

Selection Criteria

1. Event and communications capability – As a graduate, you may have had work experience demonstrated in event or communications activities, with successful outcomes for clients, and interest or capability in communications

2. Stakeholder management – You may have demonstrated work experience or equivalent with call centre, data entry and stakeholder contacts management, with an understanding of Word, EXCEL and similar database software, and ability to provide accurate work outcomes

3. Office administration and marketing support -- Demonstrated willingness and capability to operate in a team Office environment, and contribute to educational marketing, with accountability and success factors leading to wider strengths to leverage these developing skills at a national level

4. Written communication and customer services skills.

5. Ability to work independently and as part of a team.

6. Higher qualifications in business / education / communications or similar competencies.

Notes

Note 1: Flexible work hours are available. Please note that this position does not involve work on weekends, and extended holidays are available over summer TAFE vacation periods.

Note 2: Applicants must sign a declaration for not being a person convicted of a serious sex offence or a registrable offence.

Specific Inquiries

Background www.tda.edu.au
Martin Riordan, CEO, TAFE Directors Australia. Mobile 0402 090 035
Sue Hart, Commerce Management Services, Telephone (02) 6290 1505 or email commerecmgt@bigpond.com

Applications

Sue Hart, Commerce Management Services
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Closing date

24 July 2009 (quote Job Reference)