



Education Manager

Job Information Pack

This information package includes:

- Employment conditions
- Position description
- Selection criteria
- Application process

Employment Conditions

Employment basis: 12 month maternity leave contract (with potential to extend)

Hours: 38 hours per week, Monday to Friday

Remuneration: 78-85K

About Wayside Chapel

Wayside Chapel has provided unconditional love, care and support for people on and around the streets of Sydney since 1964. Each year, thousands of people visit Wayside's two community centres in Kings Cross and Bondi for assistance in gaining equitable access to essential health, welfare, social and recreational services.

Our mission is creating community with no 'us and them'. We do this by breaking down the barriers of judgement and providing a safe place where people from all walks of life are welcome.

Vision: Love over hate

Mission: Creating community with no 'us and them'

Values:

Openness (No secrets): We have a profoundly simple mission, which is to create a community, and our message and work are undiluted with other agendas.

Teamwork (No cowboys): Our goal of creating community is also our method. We work in a collaborative way to invite people out of singular, individual life into the risky and healing place of community.

Patience (No rush): We cannot make people change. If we could, we'd be guilty of manipulation of some kind. Instead we are on the lookout for sparks of life, signs that people long for better, and we look to engage and help people move to better days and better health.

PATRON:
Her Excellency the Honourable
Margaret Beazley AO QC
Governor of NSW

Pastor/CEO:
Jon Owen

CALL: 9581 9100
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Courage (No complacency): It takes courage to confront people who've lost hope and invite them into the world of relationships with responsibility. Wayside is not an intensive care unit but an invitation into life and community.

Respect (No Judges): People have the right to make their own decisions. People have the right to make bad decisions. People who choose singular misery or even death deserve to have their rights respected. Wayside's mission is not to fix people but to love them and be with them, knowing that if they are really met, they'll really move toward health and life.

Behaviours:

Stand Back: Recognise that we are each necessary, significant but not central. The mission evaporates when we are central. Take a step back when our emotions are high and cool off. When central, the important thing is how we feel and the most pressing need is to express our feeling. When necessary, significant but not central, in a time of difficulty, the most important thing is to ask "what facts do I not have" and "who can I talk to for reliable clarity".

Speak Well: Identify and appreciate the strengths in colleagues. Recognise that every-one's strengths are also their weaknesses, if we look for weakness, we'll find it and if we look for strength, we'll find it. An atmosphere where colleagues are habitually talked up behind their backs will create an unbeatable team.

Embrace Errors: Accept when you have made a mistake, that an opportunity to learn is present. Learning is lost when we spend energy covering our arse or blaming others. Nothing is more liberating than the security it takes to admit that your performance did not cover you or the team in glory. Helping each other embrace moments of learning will build a team that can overcome anything.

Be Kind: We do an excellent job of being kind with our visitors, lets also be kind with each other. Kindness is implicit in our vision and our mission. Kindness is not a matter of feeling anything but a matter of acting and participating. You might feel uncomfortable but kindness will give the benefit of the doubt or begin an uncomfortable but direct discussion.

Position Description

Reports to	Wingspan Project Manager
Direct Reports	None
Location	Bondi

About the Program

Based in Bondi, The Wingspan Project refers to Wayside's youth employment pathway program, empowered by its social enterprises. Wingspan operates a three-step model which provides wrap around support to young people; trains and employs them in the social enterprises, and then transitions them into sustainable mainstream employment over a flexible nine to eighteen-month period.

This is an exciting period as The Wingspan Project is in its infancy and as such it is a dynamically evolving program and we are seeking staff who are ready to be part of its quality delivery as well as taking an active role in its ongoing development.

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About the role

The Wingspan Project staff will work intensively with small groups of marginalised young people who have been selected for participation in the program. In phase one, the group will attend two days a week of training, with a view to moving to three days a week. The Education Manager is responsible for the successful delivery of the training and activity program during this first phase. The objective of the training is to build positive routines, communication skills, community, connection, self-confidence, self-awareness, responsibility, and basic employment skills. Flexibility and adaptability is essential as the program aims to respond to the needs of the group.

The young people will also have the support of a Youth Worker who will provide one-to-one support to the young people. The Education Manager and Youth Worker work closely together, along with staff from Wayside's social enterprises, in order to support the progression of each young person along their individual employment journey.

About the Candidate

To be successful in this role you must be confident and experienced in delivering education programs and able to engage and adapt to the needs of a diverse group of learners with a range of different needs. The young people may have learning difficulties, may struggle with mental illness, or have other barriers to learning. You will be comfortable in developing learning materials that are meaningful, engaging, and fun. You will be open-minded, resourceful, empathetic and able to build rapport and genuine connection with marginalised young people. You will have strong communication skills, being able to listen actively and intelligently, and flexible enough to meet the challenges of the day.

Key Accountabilities & Responsibilities

Training Facilitation

- Effectively deliver the training program in Step 1 of Wingspan in a way that is student centered engaging and meaningful
- Creating and delivering the learning program
- Designing learning resources for in class use
- Understanding and adapting existing learning materials and effectively delivering training, in tune with the needs of the young people in each group
- Create an effective and fun learning environment for the young people in the program

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- Collaborate with managers in the social enterprises, Youth Worker and other Wayside staff to contribute to the ongoing development of the Wingspan program
- Support students individually and as a group in wellbeing and welfare needs

Tracking and evaluation

- Track and report on the progress and development of the young people
- Perform ongoing tracking and reporting on the qualitative and quantitative outcomes of the young people in Step 1
- Work collaboratively with the Youth Worker and the managers of the social enterprises to identify effective ways to work with the young people
- Ensure all reports are completed to a high standard and on time
- Apply continuous improvement principles in all reporting, evaluation and measurement exercises

Participant Engagement

- Engage and monitor participant progress towards agreed learning and employment objectives, and provide additional support as required
- Work with Youth Worker to identify and resolve barriers to learning that are impacting upon learner engagement and participation

Key performance indicators

- Retention and engagement of the young people in Step 1 of Wingspan
- Progression and development of the young people in the program, and transition into Step 2
- Effective collaboration with the Youth Worker
- Effective tracking and evaluation of the program, and development of a set of recommendations for the program for implementation with future groups.

Selection criteria

Essential

- Tertiary qualifications in training, education or related field
- Experience in the effective delivery of education programs
- Experience developing training programs and materials (moved into essential)
- Demonstrated ability to engage learners in a classroom environment
- Experience with at-risk populations and understanding of related issues, both practical and systemic, including juvenile justice, Aboriginal and Torres Strait Islander, CALD, trauma, homelessness and mental health

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- Knowledge of and ability to apply trauma informed principles, and to utilize strength based approaches in order to achieve learning outcomes with young people
- Ability to build rapport and trust with at-risk young people and to create an environment of respect, fun and learning
- Demonstrated ability to engage learners in a classroom environment
- Ability to respond positively and innovatively to challenges

Desirable

- Certificate IV in Workplace Training and Assessment

Additional Information

- All offers of employment are subject to a satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.
- This position description and associated information should not be considered as comprehensive in its description of responsibilities, criteria or outcomes. It is indicative of the position. The Education Manager can and will be asked to undertake duties within their competencies, skills and abilities and training that may not be mentioned in this document.
- The Education Manager should be aware that their position within Wayside Chapel is dynamic. Wayside Chapel expects continuing development, change and improvement of processes, practices, knowledge and skills

Application Process

Applicants should apply via the application link in the job ad. They should include a copy of their resume and a cover letter that outlines how your skills and experience meet the job requirements.

Applications close on **17 October 2021**, but please note that applications will be assessed as they are received and the role will be filled as soon as the right candidate is found.

Applicants with a disability should inform the convenor of the selection panel of any special requirements upon contact to arrange an interview

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