

Position Description: Trainee Student Services and Communications Assistant

Overview:

The CMTO is a training organisation dedicated to addressing the training needs of the Australian Community Media Sector.

The CMTO will strive to:

- Facilitate the development of a national training strategy for the community media sector
- Promote a positive training culture throughout the community media sector
- Maintain and develop its capacity as a high quality and sustainable media training organisation serving the community media sector
- Build partnerships and create networks with other training providers and industry partners, consulting with community media sector organisations in the development of a national training strategy
- Encourage innovation in training and learning in the community media sector
- Identify and address skills shortages and gaps in training delivery, resource development and trainer professional development, with a particular focus on the priorities* established by the Australian Government for the National Training Program funding allocation for the community media sector

**National Training Program (NTP) Priorities: The bulk of the training places to be directed to community broadcasting stations in regional, rural and remote areas. Funding will also be directed to the special training needs of radio for the print handicapped, Indigenous and ethnic radio broadcasting. In relation to ethnic training, ethnic youth, new and emerging ethnic groups and new language groups will be targeted for training opportunities.*

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| Position Title | Trainee- Student Services and Communications Assistant | Classification | Educational Services (Post-Secondary Education) Award 2010 Schedule D—General Staff Level 2 |
| Reports To | CMTO CEO | Terms of Employment | As per contract |
| Salary Range | \$29,581.50- \$44,284.5 p/a | Superannuation | 9.5% employer contribution |
| Probation | 3 months | Annual Leave | Four weeks (pro rata) |
| Conditions | The position is full-time for a fixed-term contract duration. | | |
| Approved By | CMTO CEO | Date Updated | 09/09/2020 |

Job Specification

Role

The CMTO Trainee Student Services and Communications Assistant works under the direction of CMTO CEO. They are responsible for assisting with the administrative support functions of the CMTO and assisting with the coordination of internal and external communications of the CMTO.

Responsibilities: (Job Specific)

1. Assisting with Student Services duties including:
 - a) Handling and registering CMTO-related enquiries.
 - b) Assisting with training workshop coordination.
 - c) Assisting with data entry in the Student Management System.
 - d) Assisting with staff and trainer travel and accommodation bookings.
 - e) Assisting with the maintenance of equipment and stocks of office supplies.

2. Assisting with Communications duties including:
 - a) Edit and generate written, visual and video content for CMTO website, social media and newsletters. (This includes copy writing / image creation for posts using Canva and Mailchimp.)
 - b) Support other staff with marketing and communications tasks, including internal newsletters and bulletins.
 - c) Understand and contribute to communications strategies to increase the reach of CMTO training activities to the NTP Priority groups and new audiences.
 - d) Understand and adhere to the CMTO's policy for marketing courses under the Standards for RTOs 2015.

3. Other duties as directed by the CEO.

Shared Responsibilities:

- Work co-operatively with other staff to achieve organisational objectives;
- Demonstrate commitment to and understanding of the values of community broadcasting;
- Maintain high standard work practices and ensure integrity, respect and confidentiality;
- Contribute to a positive, fun work environment
- Practice environmental sustainability in the workplace

Terms of Employment

The nature of the community broadcasting sector and this position mean that some after hours and weekend work may be required. Time in Lieu is available.

Selection Criteria: CMTO Trainee Student Services and Communications Assistant

- Some experience or understanding of the community broadcasting sector and/or training industry
- Some experience and skills in administration, including word processing.
- Good oral, written and personal communication skills.
- An interest in developing skills in communications and community broadcasting.
- Young people, Aboriginal people, Torres Strait Islanders and people from a range of cultural and linguistic backgrounds are encouraged to apply.