

Position Description: Course Coordinator Duty Statement

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.*

Position Title	Casual Course Coordinator	Classification	Educational Services (Post-Secondary Education) Award 2010 Schedule C – General Staff Level 2-4
Reports To	CMTO Training Manager	Terms of Employment	As per contract
Salary Range	\$55,360.50- \$65,520 P/A pro rata	Superannuation	9.5% employer contribution
Probation	1 month	Annual Leave	N/A
Conditions	The position is a casual fixed-term contract and conditional upon satisfactory performance.		
Approved By	CMTO CEO	Date Updated	12/01/2021

Job Specification

Primary Focus:

The Course Coordinator is responsible for communicating CMTO course opportunities to relevant stakeholders and generating student interest in our course offerings. The Course Coordinator is the first point of contact for student and stakeholder enquiries.

Responsibilities: (Job Specific)

1. Liaison and co-ordination tasks including:
 - a) Communicating course offerings with external stakeholders.
 - b) Responding to student and stakeholder enquiries.
 - c) Sourcing leads and opportunities for recruitment of students.
 - d) Provide student support prior to course commencement.
 - e) Distribution of marketing collateral to stakeholders for student recruitment.
 - f) Promotion of CMTO course to relevant stakeholders through various channels.
 - g) Implementing student recruitment strategies
 - h) Coordination of student body prior to course start date
 - i) Liaising with the National Training Manager to set targets
 - j) Provide feedback to the CMTO Training Manager about any concerns regarding training, students and other CMTO related matters.

Shared Responsibilities: (All CMTO Staff)

- 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.
- Attend all relevant committee and staff meetings.
- Identify professional self-development opportunities and contribute to development of others.
- Respond helpfully and refer enquiries from members and general public as appropriate.
- Utilise and learn software and technology as required.
- Practice environmental sustainability in the workplace; and
- Other duties as required.

Course Coordinator – Key Selection Criteria

All candidates should address the following key selection criteria in a statement to be attached to their job application.

- Experience in stakeholder engagement
- Familiarity with the Community Broadcasting Sector
- Ability to effectively work with culturally diverse client groups
- High level written and verbal communication skills
- Strong administrative skills
- Ability to work independently with minimal supervision