



Here at Education Transformations we are looking for a promotions person to join our team!

The key functions of the Promotions and Development officer are to:

- Provide leadership and advice in the promotion and development of Education Transformation's Vision and Mission
- Ensure dissemination of quality, up-to-date information about Education Transformation's programmes and initiative;
- Advise the Director with regard to promotion and development;
- Assemble the information and implement the strategies to source the physical, financial and human resources necessary to support Education Transformations Vision and Mission;
- Undertake specific projects related to the development of quality Indigenous education;
- Provided support to the Local and national committees associated with the International Transforming Education Conference 2011

Ideally you will have:

A background in education or social service fields

A passion for the development of remote communities

Be competent in word, excel, publisher and power point.



Education Transformations

Promotion and Development Officer

The Promotion and Development Officer's key responsibility is to build awareness and harness support for Education Transformations.

Key functions

The Promotion and Development Officer is accountable to the Board through the Executive Director of *Education Transformations* and is required to:

- provide leadership and advice in the promotion and development of *Education Transformation's* Vision and Mission.
- ensure dissemination of quality, up-to-date information about *Education Transformation's* programmes and initiatives;
- advise the Director with regard to promotion and development;
- assemble the information and implement the strategies to source the physical, financial and human resources necessary to support Education Transformation's Vision and Mission;
- undertake specific projects related to the development of quality Indigenous education
- Provide support to the Local and National Committees for the International Transforming Education Conference 2011.

Responsibilities and Duties

Reports To: Director, Education Transformations

Liaises With: Board members
New schools planning groups
Indigenous organisations and communities
Government and private organisations
Funding partners and benefactors
National Committee for the International Transforming Education Conference 2011

In meeting these key responsibilities the Promotion and Development Officer is specifically required to do the following with respect to:

1 Liaison

Maintain, supervise and grow relationships with the public, government departments, partner organisations and communities including:

- Keep up-to-date records of all contact details in the Education Transformations database.
- Keep records of meetings, with their agendas, discussions and outcomes reporting back to the Director of Education Transformations.

2 Submissions

- Prepare funding submissions in conjunction with the Director.
- Track possible contracts with Commonwealth and Northern Territory governments and other agencies.
- Work in conjunction with partner organisations to gain successful applications.
- Administer all applications for recurrent and capital funding to all agencies, foundations and individuals.

3 Submission Tracking

- Keep track of the progress of submissions being considered by Government, other agencies and individuals.

- Prepare regular updates in conjunction with the Finance Officer.
- At the completion of a program or funding grant present the Director with a summary report on the overall outcomes of the program.

4 Promotions

- Clearly present, internally and externally, the vision and goals of Education Transformations as an organisation.
- Increase awareness of this organisation by positive means and in keeping with its values and vision.
- Prepare a monthly newsletter on the current activities and future aspirations.
- Develop display materials and presentation materials.

5 Web site maintenance

- Keep the Education Transformations website up to date with weekly news postings and regular revisions.
- Maintain excellent presentation.

6 Communication

- Internal and external.
- Ensure there is clear communication with the Administrative Officer and the Director.
- Maintain relationships with partners, providers and suppliers.
- Be culturally sensitive in actions and communication with communities.
- Mutual support role with Administrative Officer.

7 General

- Involvement in organisation of meetings, symposia and conferences as required.
- Overseeing the organisation of schedules and procedures as needed.
- Any other duties agreed, from time to time, in writing between you and the Director.