

Position Description – Business & Leisure Program Specialist

Organisation	Workers' Educational Association Illawarra (RTO 90297)
Team	The Community College
Hours of Work	37.5 hrs per week, Monday to Friday
Employment Status	Full Time
Employment Type	Permanent or Fixed Term
Location	Wollongong office – 50-56 Auburn Street Wollongong NSW, with possible travel across Illawarra, Shoalhaven and Southern Highlands areas
Reporting Line	Leader of Community College
Industrial Instrument	WEA Illawarra Enterprise Agreement
Classification	Schedule B – Level 7
Total Remuneration Package	As per the Enterprise Agreement (Excluding Superannuation) Salary Packaging Available (WEA CO is a Public Benevolent Institution and as such can offer Fringe Benefits Tax exempt salary packaging up to \$15,900 per annum which has the potential to increase an employee's take home pay by reducing the amount of tax paid.)
Benefits	Access to Employee Assistance Program Laptop/ Computer Mobile Phone Motor Vehicle Allowance for approved work journeys (conditions apply) Professional Learning opportunities supported through the year Flexible working arrangement (conditions apply)
Date of Approval	2026

WEA CO Vision

Connected and thriving communities of lifelong learners.

WEA CO Purpose

Empowerment through learner-centred education and training.

WEA CO Values

Integrity: We assess our practices openly and honestly. We learn from our mistakes and meet our commitments. We value integrity: our actions match our words (we walk the talk), and our work contributes to a greater whole (our sum is greater than our parts).

Inclusion: We embrace the work necessary to create equity for all. We acknowledge painful histories, confront biases, change our policies and hold each other accountable.

Collaboration: We embrace working together in partnership with each other, students and a wide range of stakeholders. We value bringing together a spectrum of expertise, backgrounds and perspectives which fuels a culture of creativity and innovation.

Innovation: We do it the WEA CO way. Our success – and much of the fun – lies in developing new ways of doing things.

Key Objectives of the Position

The Business & Leisure Program Specialist at WEA CO will:

- Create a talented team of business and finance trainers and assessors
- Increase business and finance related course delivery and student enrolments
- Ensure compliance of business and finance programs
- Maintain and grow a vibrant leisure skills program

Personal Attributes

The Business & Leisure Program Specialist requires the following personal attributes:

- **Interpersonal Skills:** Excellent relationship-building and communication abilities.
- **Work Ethic:** Highly organised, detail-oriented, and efficient in managing time and workload.
- **Professionalism:** Adaptable, resilient, and able to work both collaboratively and independently.
- **Digital Proficiency:** Comfortable with and proficient in modern educational technologies and digital tools.

Key Responsibilities

Program Design & Delivery:

- Ensure programs being offered are relevant to the community whilst meeting training package and industry requirements
- Programs are delivered by trainers and assessors with the required skills and qualifications, this may include delivery by the Business & Leisure program specialist
- Utilise appropriate funding sources, understanding budgets for courses to be financially viable
- Determine appropriate additions to scope and work with others to achieve this

Business Development:

- Foster strong relationships with referring stakeholders
- Engage in industry consultation for compliance and promotion of courses
- Support the marketing and advertising activities of the community college

Compliance:

- Monitor and support the compliance requirements of training and administration staff, to meet and exceed the Standards for RTOs
- Understand and maintain compliance of relevant funding agreements
- Schedule regular validation and review of training package resources

People Leadership:

- Recruit, induct and mentor suitable training and assessment staff, including the creation and implementation of professional development plans
- Manage training staff workloads allowing sufficient balance of time for delivery, compliance tasks and professional development
- Lead training staff to deliver outstanding programs to achieve a high level of student retention and satisfaction

Quality/ Continuous Improvement:

- Work with community college staff to implement continuous improvement processes that drives quality
- Ensuring best practice Business & Finance industry standards are implemented in training delivery

General Responsibilities

- Be an innovative self-starter who actively participates in growth, development, and self-evaluation processes.
- Continue to develop personally and professionally to meet the evolving needs of the position, career, and industry.
- Stay informed about emerging trends and best practices in education, particularly relating to the Business & Finance services sector and the vocational education and training sector.
- Abide by and work in accordance with all legislative requirements, guidelines, and policies and procedures of WEA CO.
- Undertake additional duties and responsibilities as directed by the CEO or the CEO's delegate.
- Support the whole of organisation success through developing and maintaining a positive relationship with all other members of the Community College Team.

Selection Criteria – Education and Experience

Essential

- Certificate IV or Diploma in Training and Assessment, with a minimum of three years' experience delivering high quality vocational education and training.
- Relevant qualifications and current or recent vocational experience in the Business &/or Finance sector, with the capacity to support and oversee non accredited lifestyle and leisure programs.
- Experience leading, supporting or mentoring trainers, tutors or staff within an RTO, education environment or relevant vocational sector.
- Demonstrated high level interpersonal and communication skills, with the ability to engage effectively with staff at all levels, employee representatives and a range of internal and external stakeholders.
- Demonstrated ability to develop effective working relationships, maintain trust and confidence, and act in a fair, consistent and impartial manner to achieve outcomes.

Desirable

- Current First Aid qualification or willingness to obtain.
- Mental health first aid certificate or willingness to obtain.

Selection Criteria – Knowledge and Skills

Essential

- Demonstrated knowledge and understanding of the Australian Skills Quality Authority regulatory framework, training package requirements and AVETMISS reporting.
- Demonstrated ability to communicate effectively and in culturally responsive ways, both verbally and in writing, with individuals and groups of all ages and from diverse backgrounds.
- Advanced competency in the Microsoft Office 365 suite and digital technologies used for administrative and educational purposes, including electronic student management systems.
- Understanding of the needs of communities experiencing disadvantage or social or economic participation challenges, including First Nations peoples, culturally and linguistically diverse communities and people with disabilities, with the ability to provide services with compassion, professionalism and without judgement.
- Demonstrated ability to follow, apply and support organisational procedures, lead by example, and consistently complete tasks to a high standard within required timeframes, with strong attention to detail.
- Demonstrated project coordination and organisational skills, with the ability to manage competing priorities, respond constructively in pressured situations, and practice and promote emotional resilience and self-care.

Desirable

- Understanding of the NSW Adult and Community Education program, NSW Smart and Skilled funding, Tech Savvy Seniors and other relevant government contract requirements.

Selection Criteria – Other

Work Rights in Australia

- You will be required to provide evidence of your ability to work in Australia. This will be in the form of an Australian Birth Certificate, Valid Passport or an Australian Citizenship Certificate.

Working With Children Check and National Police Check

- This position is designated as child-related employment. You will be required to provide a valid and current NSW Working With Children Check (WWCC) clearance for paid employment.
- The successful applicant may be required to undergo a National Police Check prior to commencement of employment.

Use of Private Motor Vehicle

You may be required to use your private motor vehicle for the purpose of carrying out the responsibilities of your position. On these occasions, WEA CO will pay a motor vehicle allowance on a per kilometre basis, according to WEA CO's Policies and Procedures.

Evidence of your unrestricted driver's licence, the current registration of your private motor vehicle, CTP Green Slip insurance and Comprehensive Motor Vehicle Insurance must be provided prior to using your private motor vehicle for work purposes.

Inherent Requirements

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;

- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

It is a requirement that you advise WEA CO if you have any injuries, illness, disorder, impairment, condition or incapacity which could be aggravated by the type of employment for which you are applying. The existence of a pre-existing condition will not preclude you from employment unless you are unable to perform the Inherent Requirements of the position. We encourage you to discuss this with WEA CO to assist in the process of identifying any reasonable adjustments which could be made to enable you to perform the duties of the position. WEA CO wants to place you in the best situation to use your skills effectively in the position.

Following is a table which outlines the main physical and psychological Inherent Requirements of the position.

Element	Key Activity	Frequency
Work Environment	<ul style="list-style-type: none"> • Manage demanding and changing workloads and competing priorities 	Daily
	<ul style="list-style-type: none"> • Work in a team environment with people from differing professional backgrounds 	Daily
	<ul style="list-style-type: none"> • Work independently, manage time effectively and respond flexibly to meet requirements of the position 	Daily
	<ul style="list-style-type: none"> • Take direction from Team Leader and Leadership Team members 	Regularly
	<ul style="list-style-type: none"> • Work in different geographic locations and unstructured environments 	Occasionally
	<ul style="list-style-type: none"> • Work within the span of hours from 7:00am - 9:00pm 	As required
	<ul style="list-style-type: none"> • Work extended hours in response to need, scheduled project activities or emergent situations 	Occasionally
	<ul style="list-style-type: none"> • Work in an open plan office environment with distractions and noise 	Daily
	<ul style="list-style-type: none"> • Sit at desk and use a computer or sit in meetings for extended periods 	Daily
	<ul style="list-style-type: none"> • Use a variety of body postures including reaching overhead or forward, bending of back, rotating of neck, lifting and carrying equipment or resources over short distances 	Daily
People Contact	<ul style="list-style-type: none"> • Work with students who have been impacted by trauma, may have a mental health, substance use or behavioural disorder, learning difficulties, are neurodivergent or who may have another physical, sensory, cognitive, or social-emotional disability 	Regularly
	<ul style="list-style-type: none"> • Be exposed to information regarding student personal history and experiences that could be emotionally distressing, requiring you to respond effectively and manage your own emotional resilience 	Regularly
	<ul style="list-style-type: none"> • Participate with colleagues and team leaders in the giving and receiving of feedback for the purpose of improving skills and professional practice 	Daily
	<ul style="list-style-type: none"> • Undertake performance planning, training, and professional development activities 	Regularly

Administrative Tasks	<ul style="list-style-type: none"> Undertake administrative tasks which may include the following: computer work, making telephone calls, filing, and updating student records, organising, and participating in face-to-face and online meetings and concentrating for long periods of time 	Daily
	<ul style="list-style-type: none"> Use technology, including photocopier, printer, telephones, laptops, iPads, data projector, speakers, online learning platforms 	Daily
Transport	<ul style="list-style-type: none"> Use public transport, including trains and buses 	Occasionally
	<ul style="list-style-type: none"> Drive vehicle privately owned or company vehicle over short and long distance and in all traffic and weather conditions 	Occasionally

Work Health and Safety

WEA CO is committed to providing a safe and healthy workplace for its workers, students, and visitors. All members of the WEA CO have a collective and individual responsibility to work safely and be engaged in activities to help prevent injury and illness.

In addition to the major accountabilities and responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction given by WEA CO.
- When and if required identify, assess, and eliminate risk or reduce risk within the Colleges places of work.
- Report, record and follow-up on all reported hazards accurately and in a timely manner. Ensure hazards are effectively controlled.
- Demonstrate a commitment to continuous Health and Safety improvements.