



ST. JOSEPH'S Flexible Learning Centre

A Catholic School in the Edmund Rice Education Tradition

ABN: 32 525 803 013



Program Director – School Organisation and Quality Assurance

St Joseph's Flexible Learning Centre's North Melbourne campus, works with young people who are disengaged from mainstream education with the aim of re-engaging them in creative, meaningful and intentional learning. Our schools work with young people through a trauma informed approach respectful to the educational needs of each learner.

The Role:

- We are looking for a full time Program Director for School Organisation and Quality Assurance to join our team, working at our Colac campus.
- You will be employed on a 5 year fixed term basis, commencing ASAP, and will be employed under the Victorian Catholic Education Multi Enterprise Agreement 2018.

You will need:

- Ability to commit to and work within our Operating Principles; **Respect, Participation, Safe and Legal and Honesty.**
- 3 years' experience in a similar role.
- Relevant qualification/s.
- Outstanding and effective interpersonal, communication and customer facing skills – both written and verbal.
- Genuine desire to research new ways of doing things to bring about the highest level of service and efficiencies to prospective families.
- Exercise the highest degree of confidentiality, discretion, patience, tact and diplomacy at all times.
- Proven ability to identify areas for improvement and communicate these effectively, problem solve, exercise initiative, research, investigate and make decisions.
- Ability to actively listen and have a preparedness to handle complaints or difficult situations that may arise.
- Ability to obtain a Working with Children Check.
- Be willing to support young people and our team members to reach their potential.

Aboriginal and Torres Strait Islander People are encouraged to apply, we are an Equal Opportunity Employer and value diversity.

To Apply:

Please visit our website, learn about our work, and review the position information in Employment Opportunities at www.ereafsn.edu.au. Forward your application to nanonaglerecruitment@ereafsn.edu.au and include:

- A letter of introduction and a response to the selection criteria;
- A current curriculum vitae outlining previous experience and skills;
- Two referees (including contact details). Please include a referee from current or most recent place of employment.

For further information contact: Anthony Stockwell on 0408 068 260.

NORTH MELBOURNE CAMPUS

385 Queensberry Street,
North Melbourne VIC 3051
Phone: 03 9269 6900
NorthMelbourneAdmin@ereafsn.edu.au

GEELONG CAMPUS

131 Torquay Road,
Grovedale VIC 3216
Phone: 03 5201 8090
geelong.flc@ereafsn.edu.au

COLAC CAMPUS

174 Hearn Street,
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Phone: 03 5297 1810
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Applications will be considered as they are received.

Nano Nagle Network Flexible Learning Centres are a Catholic School in the Edmund Rice tradition and are recognised as a leading organisation for the provision of educational and social inclusion programs for disenfranchised young people.

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. Please review the Information Collection Notice on our website for details about how we manage your employment application information.

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