

Position Description	
Job Title:	Design & Learning Lead
Purpose:	<p>Establish the infrastructure to facilitate people growing as Redemptive Changemakers, with a particular focus on developing and scaling Seed's Purpose Course.</p> <p>You are a key contributor to Seed's purpose of growing redemptive changemakers.</p>
Reports to:	Design & Learning Director
Key Relationships:	<p>Internal: Design & Learning Director, Supporter Engagement Manager, CEO, Communications & Marketing Manager</p> <p>External: Church leaders, Course Facilitators, Clients</p>
Supervises:	Contract Facilitators
Position Type	This is a 12 month contract position – with review at the end of the contracted period
Hours per Week:	Full Time. (Note we are open to consider part-time – min 3 days/week)
Remuneration Level:	To be determined
Location:	Crows Nest, NSW (flexibility to negotiate some WFH arrangements)
Main Activities	
<p>Program Growth – Purpose Course</p> <ul style="list-style-type: none"> • Grow the number of courses and participants. This will include: • Identifying channels for marketing/sales of the various offerings • Relationship management with key delivery partners • Implement processes for identifying, training and resourcing facilitators <p>Program Delivery – Purpose Course</p> <ul style="list-style-type: none"> • Support partners to coordinate courses, including recruitment and training for coaches and facilitators • Develop and implement processes for scale – Learning Management System, Payments, Data tracking, Customer/client liaison <p>Program Development – Purpose Course</p> <ul style="list-style-type: none"> • Ensure ongoing evaluation and measurement against determined outcomes • Continuous improvement including updates to resources and content <p>Network/Movement Development</p>	

- Work with CEO to position Seed as a catalyst for a movement focused on helping young people create pathways that create meaning and connection between their faith in Jesus and their purpose in the world
- Work with CEO and Supporter Engagement Manager to ensure pathways are in place to help clients progress beyond the Course

Program Support – all courses

- Develop and implement processes for scale across all Seed courses – Learning Management System, application & selection processes, payments, data tracking, Customer/client liaison
- Provide logistics support to Program Leads for Incubator and Marketplace
- Provide support to coaches and participants to drive outcomes for Incubator and Marketplace

Employment Criteria

Knowledge	<ul style="list-style-type: none"> • Understanding of education and/or training • Understanding of innovation/design • Understanding of the Australian church landscape • Some understanding of theology – particularly whole-of-life discipleship
Ability	<ul style="list-style-type: none"> • Excellent teaching and/or coaching skills • Excellent communication skills, both written and verbal • Network management • Foster and manage collaborative working processes
Skills	<ul style="list-style-type: none"> • Demonstrated experience using a learning management system • Demonstrated experience in project/course design and management • Demonstrated experience in resource development • Demonstrated capacity to scale or grow a product or service • Demonstrated capacity to train and lead a team
Education and Training	<ul style="list-style-type: none"> • Tertiary qualifications in a relevant field (design, business, theology, development, sociology) desirable but not required
Attitudes and Values	<ul style="list-style-type: none"> • Commitment to the Biblical Christian ethos, values, vision and mission of Seed Initiatives • Ability to work in a flexible and agile team environment • Commitment to serving others to achieve their God-given purpose

General Notes

Workplace Health and Safety and Equal Employment Opportunity:

It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions. You will cooperate in implementing WHS legislation and standards.

You are also accountable and responsible for helping to develop and ensure compliance with Seed Initiatives policies and procedures designed to eliminate discrimination in the workplace.

Child Safe Organisation:

Seed Initiatives is committed to being a child safe organisation and all employees will be required to read and understand our child protection policy. Any employees having interactions with children are required to gain a NSW Working with Children Check.

Travel and Out of Hours Work:

Some out of hours and weekend work is required. Time off in lieu is available for this work. Occasional interstate travel may be required.