



Project Officer (E-Learning)

Network of Community Activities

Permanent Part-Time

Minimum of 14 hours per week, with flexibility for the right candidate.

The demand for Network's online courses has increased. This is a rewarding opportunity to support creating and delivering online and continuous professional development programmes to the Out of School Hours sector.

Description of Role

- Create engaging learning activities and compelling course content.
- Design and develop e-learning content, using a variety of media, such as online training packages, audio, video, simulations, and podcasts and update existing content where required.
- Research subject matter to create content for all professional development ensuring accuracy and standardisation of all learning materials.
- Develop a standardised approach to the creation of all materials and resources
- Create Course Catlendar to reflect new/revised online learning initiatives.
- Design and maintenance of web-based learning resources
- Facilitation of short e-learning webinar

Skills Required

Essential

- A strong sense of pedagogical best practice within the Out of School Hours Sector
- Ability to develop creative and engaging training materials for Out of School Hour Educators in a variety of formats
- Excellent skills in all Microsoft Office packages
- Experience of learning theory and effective use of different approaches

Desirable

- Knowledge of Learning & Development field
- Experience using audio and video editing tools
- Experience in using Learning Management Systems (LMS) to upload and manage content for users to access



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Personal Qualities

- Creative approach
- Ability to give and receive feedback constructively
- A great team player and communicator
- Ability to read and make sense of a wide range of content, along with strong proof-reading skills to produce error-free materials
- Self motivation to engage with the right individuals to get tasks completed in a timely manner
- Ability to innovate, move quickly, and not be constrained by how things have been done before
- Strong proof-reading skills to produce error-free materials
- Ability to communicate through verbal and written means with learners
- Ability to ask appropriate questions, probe for understanding, and work in collaboration with others
- Good organisation and time management skills; ability to be flexible and solve problems
- Some experience with web design technologies including creating webinar on demand
- Some knowledge relating to interactive videos, webinars, podcasts.

About us

Network of Community Activities (Network) is the peak representative body for Out of School Hours Care providers in NSW. Network is a recognised leader in the field of school age care and is the largest membership organisation in Australia dedicated to the advocacy, promotion, resourcing and development of play, recreation and leisure activities for 5-14 year olds.

Established in 1974, Network is one of the oldest not-for-profit peak bodies in the Australian Children's Services sector.

Network strives to resource and facilitate OOSH Services to enrich, inspire and support children to engage in a play rich environment which helps them to thrive.

Network is the proud representative of New South Wales on the National Outside School Hours Services Alliance (NOSHSA), which represents the collective interests of OOSH Services across all States and Territories.

This role is based in our Ultimo office (10 minutes walk from Central Station).

Please send your CV and Cover letter addressing the essential criteria to network@networkofcommunityactivities.org.au

For further information regarding the role please contact Pauline O'Kane 02 9212 3244.

Closing Date 11 August, 2022

[Visit Our Website](https://www.networkofcommunityactivities.org.au)

Network of Community Activities

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