EDUCATION OFFICER

Position enquiries: Kier Pitt, Manager Education & Training Quality
Telephone: 8306 6911, Email: kier.pitt@stjohnsa.com.au
Applications to: Human Resources, Email: recruiting@stjohnsa.com.au

Closing date for applications is COB Friday 1st March 2019

- Excellent Career Opportunity
- Well established and innovative organisation
- Great location, based in Unley right next to shops, cafes and restaurants

St John SA is a well known Not-For-Profit Registered Training Organisation with over 1000 volunteers and a small paid workforce. St John SA supports the community in the provision of First Aid services and Community engagement.

St John SA is currently seeking an experienced Education Officer to deliver on various training and administration tasks within the Education and Training Quality Team, relating to commercial training delivery. Workload is focussed on administration and compliance tasks associated with the professional and effective operation of St John SA's commercial training, to improve the capability of the St John SA Education and Training Team and the enhance training experience of our commercial clients.

This role reports directly to the Manager, Education and Training Quality and will be required to work closely with the Commercial Training Coordinator and Commercial Training Team. This role includes an element of training delivery and you will be required to maintain currency in any associated training.

To be successful in this role you will:

- Fulfill the requirements and skill set outlined in the Job and Person Specification
- Be highly experienced in managing multiple tasks simultaneously
- Have exceptional administrative and computer skills
- Have a positive attitude and can build strong working relationships with people
- Demonstrate a high degree of diplomacy, with well-developed interpersonal skills
- Thrive in a dynamic environment with competing deadlines
- Have a working knowledge of training packages and programs, and the end to end delivery of nationally recognised training

It is essential that you hold either TAE40116 or TAE40110 Certificate IV in Training and Assessment and are working towards upgrading this qualification in line with requirements outlined in the Standards for RTOs.

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