



POSITION DETAILS	
Position Title: Education Officer – Formation	Line Manager: Director of Formation & Culture
Organisation: Trustees of Edmund Rice Education Australia (TEREA)	State: Victoria
Budget Responsibilities: No	Direct Reports: No
ORGANISATIONAL CONTEXT	
<p>The Trustees of Edmund Rice Education Australia (EREA) are responsible for ensuring the continuation of the Charism of Blessed Edmund Rice in the educational mission of the Catholic church and leading the collaborative development and implementation of EREA’s strategic directions, including the alignment of vision and purpose across all EREA entities.</p> <p>As part of the national EREA network of schools, the work of the organisation is defined and directed by The Charter for Catholic Schools in the Edmund Rice Tradition: Gospel Spirituality, Liberating Education, Inclusive Community and Justice and Solidarity.</p>	
POSITION OVERVIEW	
<p>The role of Education Officer – Formation is to promote a liberating education, based on a gospel spirituality, within an inclusive community, committed to justice and solidarity.</p> <p>In animating the EREA Charter, this role supports the development and implementation of leadership, formation and liberating practice initiatives, developing and facilitating processes which are collaborative, reflective and empowering.</p>	
RESPONSIBILITIES	
	Key Responsibilities
Formation	<ul style="list-style-type: none"> • Co-design and co-facilitate the suite of EREA National and Regional Formation programs in alignment with the Good Seed Will Grow Formation Framework and the EREA Formation Design • Provide advice and information to governing bodies, to deepen their understanding of EREA as a contemporary expression of the charism of Edmund Rice, as articulated through the Touchstones • Contribute to the formation, professional learning and leadership development of EREA school staff and EREA National Office staff in consultation with governing bodies • Facilitate formation experiences for the EREA Associate Schools network
Networks	<ul style="list-style-type: none"> • Coordinate the Identity Network community of practice including regional and national gatherings and an online collaborative space



	<ul style="list-style-type: none"> • Contribute to the design and delivery, understanding and enactment of the EREA Learning Statement: Implementing Liberating Practice • Contribute to the facilitation of communities of practice across EREA,
Other	<ul style="list-style-type: none"> • Support the work led by the National Director - Mission Strategy in promoting the Catholic Church's mission in education through the Strategic Directions of EREA • Develop resources and materials to support engagement with The Charter, formation, learning, reconciliation, inclusion, wellbeing and ecological sustainability • Through the work of collaborative teams, facilitate EREA's Formation, Reconciliation, Global Engagement, Liberating Practice and Justice and Peace education initiatives • Lead and facilitate experiences of prayer, liturgy, spiritual reflection and service which foster a culture of faith, deep listening, solidarity, respect and community for National Office and Subsidiary staff by agreement • Undertake project work, for key projects identified by the National Executive Director or the Line Manager • Perform other duties within the accountability and level of the role as they emerge and as requested by the Line Manager
SIGNIFICANT WORKING RELATIONSHIPS	
	<ul style="list-style-type: none"> • EREA National Team • EREA Governing Bodies and school Leaders of Identity • Formation Leader colleagues from other MPJP's
KEY SELECTION CRITERIA	
Qualifications	<ul style="list-style-type: none"> • Tertiary qualification in Education or other relevant field • Post graduate qualification in Educational Leadership, Theology (preferred), Religious Education (preferred)
Experience	<ul style="list-style-type: none"> • Senior management experience in the area of faith, mission and identity • Extensive experience in teaching, leading teams, designing and facilitating formation experiences and professional learning
Skills/Attributes	<ul style="list-style-type: none"> • A commitment to promoting the teachings of the Catholic Church including through active participation in the life of the Church • Deep understanding of the story of Edmund Rice and the Christian Brothers and a commitment to a contemporary understanding of the Edmund Rice charism • A collegial work style characterised by collaboration, accessibility, resilience and results oriented • High level communication and interpersonal skills including public speaking and presentation • Excellent organisation, time management and project management skills



	<ul style="list-style-type: none"> • High level of skill and experience in the use of digital engagement and communication tools • Availability for interstate travel and flexible working hours as required for planning or delivery of formation programs and meetings
--	--

EREA EXPECTATIONS

A commitment to the Catholic ethos in the Edmund Rice tradition.

Employees are required to read, understand and comply with all organisational policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct.

A valid Working with Children Card is an essential condition of employment.

CHILD SAFEGUARDING RESPONSIBILITIES

EREA is a child safe and child-centred organisation, committed to the protection of children and has zero-tolerance of any abuse of children. It is our commitment to ensure that each and every child and young person under our care is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all children and young people. Our physical and cultural environment promotes children and young people’s feelings of inclusion, participation and empowerment.

You are required, as a condition of employment at EREA, to comply with our Child Safeguarding Program, including our Child Safeguarding policies and procedures, the EREA Child Safe Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child abuse and other harm, to be observant, and to raise any and all child safety incidents or concerns.

Disclaimer: This position description does not form an exhaustive list of your duties. You may be required to undertake other tasks and activities, in accordance with your role level, as required by the business from time to time. The organisation reserves the right to amend or update your position description in accordance with business needs and in consultation with you.

Employee acceptance

By signing this position description, I acknowledge and fully understand my reporting line, role purpose, responsibilities and working relationships, and am able to perform the responsibilities as outlined in my position description. I also understand that my job may change on a temporary or ongoing basis according to the needs of the organisation.

Employee Name

Signature

Date