



## Position Description

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<b>Position:</b>	Homework Club Coordinator (HWC) - Monash University Branch
<b>Organisation:</b>	Embrace Education
<b>Location:</b>	Monash University, Clayton Campus
<b>Position commencing:</b>	Monday 10th February 2020
<b>Hours:</b>	7-12 hours/week. This may fluctuate according to peak periods.
<b>Salary Details:</b>	\$22 per hour + casual loading + 9.5% superannuation

***Applications close 11:59pm Sunday 26th January 2020. No late applications will be considered.***

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### About us

Embrace Education is vibrant, student-run non-for-profit organisation, seeking to provide educational support and mentoring to disadvantaged high school students in Melbourne, particularly those from refugee, recent migrant and disadvantaged backgrounds. Our primary focus is providing greater opportunity to local high-school students experiencing disadvantage. Through our programs, we aim to build the capabilities of refugee, culturally and linguistically diverse (CALD) and/or lower socioeconomic status (SES) students who are recognised as experiencing educational inequality within schools.

Tutoring takes place through four key programs:

1. Individual Tutoring (ITP): one-on-one tutoring sessions held at public libraries
2. Homework Clubs (HWC): Out of school hours learning support program delivering group sessions for any students to receive assistance
3. In-School Tutoring (ISP): support offered to teachers during class time
4. Hands on Health (HOH): a program of group and individual tutoring and other educational opportunities offered to students interested in pursuing a career in the Health Sciences

Embrace also provides significant material support to local students and schools, including donated

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Embrace Education was formed in 2006 through the inspiration and drive of a group of Monash University students, and continues to be coordinated and staffed primarily by volunteer tertiary students. A key strength of the organisation is the mentoring and support role tutors provide to students and the fresh, young perspective and enthusiasm we bring to the refugee and multicultural sector.

Embrace Education has experienced considerable growth in recent years. Beginning with only 5 tutors engaging 15 students in 2006, Embrace Education now works with approximately 200 active tutors and many more students annually. Embrace gained Deductible Gift Recipient (DGR) status in 2009, with the Australian Tax Office affirming its charitable status. This has allowed the organisation to seek philanthropic and corporate funding more effectively, and thus develop and pursue expansion plans.

A key aspect of this expansion has been the employment of a number of part-time, paid positions to manage and coordinate the logistics of the organisation. These roles have supported volunteer recruitment, processing, training and support as well as building partnerships with schools and external stakeholders, seeking further funding to ensure the sustainability of the organisation and developing and supporting expansion plans to reach more students and schools. This has in turn resulted in the establishment of a second branch of the organisation at the University of Melbourne in May 2016.

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## About the HWC Program

HWCs are run weekly in partnership with a school. These occur during after-school hours (generally 3:00pm) for one hour, at a location provided by the school. There will be a member of school staff present at each session to supervise the HWC. Although any student within the school is welcome to attend the session, we address the needs of communities facing disadvantage by forming partnerships with schools identified as having a high proportion of refugee, CALD or low SES students.

Programs operating through the University of Melbourne are located in the North-Western suburbs of metropolitan Melbourne, and those through the Monash branch in the South-Eastern suburbs. We have eleven homework clubs currently operating through the Monash Chapter, with plans to improve current ones and implement more this year.

At Embrace Education, we value tailoring our HWCs to the needs of each school. This means that the nature of each HWC may vary; with levels of structure within programs, numbers of tutors, subjects taught and students attending in each club varying. However, there are elements shared within all of our HWCs that reflect the values of the organisation. These include:

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- Inclusive education, with our programs open to any student in the school who wishes to attend
- Rigorous academic support through well-trained university-student tutors
- Fostering cross-cultural connections both at the school and community level

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## The Position

The role of the HWC Coordinator is to implement the HWC Program in partnership with our schools. This involves liaising with the school, volunteer tutors, and the committee in order to ensure that the HWCs are run as effectively as possible and issues and queries are appropriately communicated. The HWC Coordinator is responsible for managing volunteer tutors through their placement in the program, as well as supporting the School with their needs through the program.

The day-to-day tasks of the HWC Coordinator include:

- Creating and managing a roster of volunteer tutors for each HWC
- Regularly attending HWCs delivered by the Monash University branch in order to ensure that any issues are identified and that the school is adequately supported
- Ensuring that the Working With Children checks of each tutor are valid
- Maintaining timely correspondence with nominated school contacts, and ensuring that any issues are appropriately addressed
- Maintaining a database of active tutors within the program
- Regularly meeting with tutors and providing them with support

Additionally, the HWC Coordinator will work closely with and be held accountable to Embrace Education's volunteer committee to guide the strategic direction and sustainable development of the organisation. This will involve reviewing and improving organisational processes and assisting in the development and pursuit of strategic objectives. This will also involve monitoring and evaluating the success of Embrace Education's programs and identifying areas for improvement.

The role would be perfect for those with the time and energy to commit to Embrace Education's values and principles and the desire to gain invaluable experience in the community sector.

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## Key Responsibilities

The key responsibilities of the HWC Coordinator include, but are not limited to:

- Ensuring that the provisions of the Memorandum of Understanding are upheld for each HWC

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- and evaluation of the program
- Maintaining contact with tutors involved in the HWC program, and ensuring adequate tutor attendance for each session
  - Maintaining the administrative records of Embrace Education and ensuring effective communication and transfer of information within the organisation
  - Contributing to strategic planning at the organisation

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## Key Selection Criteria

1. Passion for addressing educational inequality, and commitment to the values and mission of Embrace Education
2. Excellent written and verbal communication skills
3. Strong administrative and organisational skills, including time management and computer literacy (ie. Microsoft Word, Microsoft Excel and email)
4. Ability to show initiative and work autonomously
5. Experience in leadership and working in a team
6. Strong cross-cultural interpersonal skills, including the ability to engage effectively with tutors and students from culturally and linguistically diverse backgrounds
7. After-hours availability
8. The ability to commit to the role for a year

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## Personal Attributes

*Drive:* Enthusiastic and committed to our goals

*Reliability:* Completes tasks on time and with high attention to detail

*Integrity:* Maintains high ethical standards and is trustworthy

*Adaptability:* Able to complete a broad range of tasks effectively and adapt to changing responsibilities at different points during the year

*Empathy:* Sensitivity to people in a disadvantaged situation

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## Other Requirements

- Willingness to obtain a Working with Children Check
- Attending a weekly meeting (one fortnightly committee meeting and one fortnightly staff meeting) and participating in ad-hoc events organised by Embrace Education

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## Application Process

*The work undertaken within this position will greatly increase the assistance provided by Embrace to students from refugee and other underprivileged backgrounds, and making a considerable positive impact upon their lives. We request that applicants ask themselves whether they are passionate about furthering the aims of Embrace Education, and whether they genuinely believe that they have the talents and dedication to make the outlined goals of the position a reality.*

Applications should consist of a:

1. Covering letter of no more than one page in length to introduce yourself, your background and your motivations for applying
2. Curriculum Vitae
3. Response to Selection Criteria of no more than two pages addressing how you meet each of the selection criteria

Note: please name all documents you attach using the following formula: [name][date].

Applications should be addressed to Daniel Yan at [president.monash@embrace-education.org](mailto:president.monash@embrace-education.org) by the closing date. Any questions about the application process can also be directed to the same contact.

Successful applicants should note that interviews will be commencing on the **1st of February**.

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