



POSITION TITLE:	Volunteer <i>Community Learning Champion</i>
EMPLOYER:	North Melbourne Language & Learning Inc (NMLL)
LOCATION:	Ground Floor 33 Alfred St, North Melbourne 3051
RESPONSIBLE TO:	Committee of Management, NMLL
REPORTS TO:	Community Programs Project Officer
CONDITIONS:	As per Volunteer Handbook

POSITION CONTEXT

North Melbourne Language & Learning Inc. (NMLL) is located in the North Melbourne housing estate in the City of Melbourne Council area and offers a range of opportunities for adults from the Culturally and Linguistically Diverse (CALD) community including: English education, vocational and IT training classes, and a range of civic engagement opportunities through the community development program. NMLL offers a friendly and welcoming environment and aims to develop strong connections in the local community.

The Community Learning Champions program will recruit Community Learning Champions who will act as mentors in their community; to inspire and encourage local residents to become involved in learning and training opportunities. Community Learning Champions will:

- Work with local residents and community groups to increase community involvement in the design and development of new learning opportunities
- Receive training and be offered financial reimbursement for their contribution
- Help publicise learning opportunities in the local community
- Help NMLL and partner organisations to be better informed and more responsive to local learning needs in education and training and in organising community engagement activities

POSITION OBJECTIVES and PURPOSE

The role of a Community Learning Champion is to:

- Participate in training and workshops which focus on:
 - Increasing the local community's knowledge of education, learning and training opportunities
 - Contributing to course development and feedback on program ideas
 - Contributing knowledge of community needs, existing barriers and service gaps
- Encourage community members to take up learning opportunities by meeting with them and giving them information and support about what learning opportunities can be accessed
- Be involved in the planning, publicity and organisation of community engagement events and activities

KEY RESPONSIBILITIES

- Be enthusiastic about learning
- Participate in training, workshops and meetings as agreed upon between Community Learning Champions and NMLL
- Publicise the Community Learning Champions project, learning opportunities and community activities in the local community by communicating with local residents, leaders, groups and agencies
- Keep up-to-date about local education and training opportunities

- Communicate with the Community Learning Champion Coordinator on a regular basis
- Keep records of work completed

KEY SELECTION CRITERIA

Essential

1. Be over the age of 18
2. Have an interest and enthusiasm for learning and encouraging local residents to take part in learning opportunities and community activities
3. People who can speak English and a language other than English
4. Have strong links with community leaders and groups
5. Be good at encouraging people
6. Have an ability to both collaborate and take direction from NMLL staff member
7. Be able to make a minimum commitment of 8 months
8. Complete all relevant processes and checks as outlined in the NMLL Volunteer Handbook

Desirable

1. Have good communication skills; including the ability to read, write and speak competently in English and a language other than English
2. Have an interest in organising community events and or activities

CONDITIONS OF VOLUNTEER PLACEMENT

As outlined in the NMLL Volunteer Handbook. Community Learning Champions are subject to a 3 month trial period.