



Education Program Coordinator

Services Innovation

- **Purpose** to coordinate the MS Education Program and provide individuals living with multiple sclerosis and other neurological conditions, families, carers, community service providers and health professionals information regarding multiple sclerosis, wellbeing and management of symptoms and other relevant topics.
- **Responsible** for coordinating, developing, implementing (where appropriate) and facilitating the MS education program and associated activities including review, evaluation and monitoring the MS education program

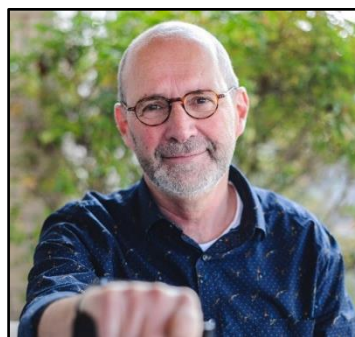


Multiple Sclerosis Limited, commonly known as MS, is the go-to provider of information, advice and support for people affected by multiple sclerosis.

We're a combined entity of the ACT, NSW, Victoria and Tasmania with over 60 years' insight into how to live well with progressive neurological conditions.

We offer vital support and services for people living with multiple sclerosis while the search for a cure continues.

We are here so no one has to face MS alone.





Organisation Dimensions

Senior Manager Support Services

BDM Education & Wellbeing

Education Program Coordinator

Position Dimensions

| | |
|-------------------|--|
| Budget (\$ value) | Nil |
| Staff numbers | 0 |
| Location/s | <i>ACT/NSW/VIC/TAS</i> |
| Other | Provide support to other services as and when required |

Key Responsibilities

Organisational and Administration Support

- Work in consultation with the Education Team to undertake program planning activities
- Engage suitable presenters / facilitators from within the organisation or externally where relevant, including PabMS and family members where appropriate
- In consultation with relevant internal & external stakeholders, review current programs, evaluations and activities, identify gaps, and make recommendations for revised or new programs and activities to ensure they continue to meet identified needs
- Participate as appropriate in the design and development of revised / new programs and activities in conjunction with subject matter experts and other relevant staff
- Ensure self-management principles are incorporated into all work practices and service delivery where applicable

Relationship Management

- Develop and actively maintain effective and mutually beneficial networks and relationships in order to support the program and the work of MSL
- Develop strong relationships with PabMS
- Work as a collaborative team member and develop strong working relationships with all MSL staff
- Promote, raise awareness and educate internal and external stakeholders on all aspects of the education program (including communicating program schedules, objectives and activities) to increase awareness, access and funding opportunities

Values

- Actively support MS' purpose, value, service promise and strategic vision
- Operate in line with MS' policies, procedure and practices
- Promote and work within MS' Services Innovation delivery principles
- Positively and constructively represent the organisation to external contacts at all opportunities



- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times
- Ensure the health, safety and welfare of self, team members and others
- Follow all reasonable directions given by the organisation
- Support and empower co-workers
- Support, promote and show sensitivity to diversity in the work place
- Actively support MS' Reconciliation Action Plan
- Behaviour is in alignment with Culture, Service Promise & Foundation behaviours

Position Requirements

Knowledge, Skills and Experience

- Knowledge of adult learning principles and experience in developing, coordinating, delivering and evaluating education programs
- Customer focused approach and proven ability to adapt style and approach to suit varying situations.
- Strong interpersonal, negotiation, verbal and written communication skills with an ability to consult and collaborate, and to work effectively in an inter-disciplinary team environment as well as work independently
- Computer Literacy in using a range of Office computer packages, excellent organizational, planning and time management skills
- Current and valid driver's license and access to a reliable vehicle
- Willingness to travel to rural areas as required
- Willingness to work outside of business hours as required

Qualifications

- Health professional background (e.g. Bachelor of OT or Nursing degree), Diploma of Community Education, Diploma of Community Development, or other relevant qualification (or relevant experience)

Desirable

- Certificate IV in Training & Assessment
- Experience in delivering teleconferences and webinars is desirable
- An interest in online learning modalities
- An understanding of chronic illness and multiple sclerosis in particular

Other – must be completed/provided prior to commencing employment

- Right to work in Australia
- Current valid driver's license desirable
- Current national police record check
- International Police Check if lived overseas for longer than 12 months in the last 10 years (to be provided by the applicant)
- Current working with children or vulnerable people check if applicable
- Consent to DWES check if applicable