



POSITION DESCRIPTION

Job Title:	Casual Education Officer
Classification	SCHADS Level 3
Business Unit:	Prevention, Education and Research
Reports To:	National Education and Health Promotion Manager
Direct Reports:	Nil
Location	Various
Date Updated:	01/08/23

Position Purpose

The Casual Education Officer reports to the National Education and Health Promotion Manager. As part of the Red Nose Prevention, Education and Research team the primary focus of this position is to deliver educational presentations aligned with Red Nose’s evidence-based education messages around reducing the risk of sudden unexpected death of infants (SUDI). The Education Officer will be required to present Red Nose educational material to groups such as early childhood educators, health professionals, parents, etc. and support other Red Nose activities such as Exhibitions and Red Nose Day activities with the aim of driving the Red Nose messages to as many people as possible. Some interstate travel may be required of this position.

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> ➤ National Education and Health Promotion Manager ➤ Director of Prevention, Education and Research ➤ Prevention and Research Manager ➤ Educators ➤ Fundraising and Marketing Team 	<ul style="list-style-type: none"> ➤ Early Learning Educators ➤ Health Professionals ➤ Families

Area of Focus	Key Tasks
Education & Training	<ul style="list-style-type: none"> ➤ Deliver educational resources related to Red Nose evidence-based recommendations on various topics such as safe sleep and reducing the risks of Sudden unexpected death of infants (SUDI) ➤ Undertaking regular reviews of the educational resources and materials produced by Red Nose to ensure accuracy and relevancy. ➤ Present Red Nose safe sleep and other related information to members of the public at baby, parenting and pregnancy related expos and meetings.
Operational	<ul style="list-style-type: none"> ➤ Deliver presentations in a professional manner ➤ Undertake scheduled reporting, ensuring attention to detail, thoroughness and accuracy. ➤ Implement a process of continuous improvement across the education space ➤ Engage with potential customers and offer Red Nose solutions to education gaps

	<ul style="list-style-type: none"> ➤ Make contact with potential clients and provide timely and accurate response about Red Nose education and services. ➤ Schedule presentations and ensure the required resources are available and booked in
Volunteers	<ul style="list-style-type: none"> ➤ Support the local volunteer workforce where applicable

Experience & Qualifications

Essential	<ul style="list-style-type: none"> ➤ Extensive experience delivering high quality presentations and/or education. ➤ Demonstrated experience in a healthcare/community environment with specific experience in delivering high quality education/presentations.
Desirable	<ul style="list-style-type: none"> ➤ Tertiary qualifications (or working towards) in education or a health-related discipline, i.e. nursing, midwifery, education

Skills & Technical Expertise

Essential	<ul style="list-style-type: none"> ➤ Demonstrated ability to communicate effectively and confidently in a number of environments. ➤ The ability to work as part of a team to achieve high level operational performance. ➤ Strong presentation skills. ➤ Highly developed interpersonal skills, with the proven ability to communicate with a diverse range of people both internal and external.
Desirable	

Personal Attributes

Essential	<ul style="list-style-type: none"> ➤ Courageous; willing to have a go, identify mistakes and learn from them. ➤ Fun; injecting fun and creativity into the workplace to improve production and output. ➤ Resilient; the ability to work through, withstand and recover quickly from difficult situations. ➤ Caring; ability to have empathy for the experiences of others and to have an interest in their wellbeing. ➤ Flexibility ➤ A commitment to continued professional development.
Desirable	