



POSITION DESCRIPTION

Job Title:	Casual Education Officer
Classification	SCHADS Level 3
Business Unit:	Prevention, Education and Research
Reports To:	Prevention and Education Manager
Direct Reports:	Nil
Location	Various
Date Updated:	07/02/25

About Red Nose

Red Nose is Australia’s leading authority on safe sleeping and safe pregnancy advice and has been a key provider of bereavement support following pregnancy, infant and child loss for over 40 years. We work hard to ensure parents whose baby or infant dies suddenly or unexpectedly are able to access appropriate bereavement support and care; regardless of where they are based in Australia.

Red Nose prides itself on being a learning organisation, working hard to ensure that our staff and volunteers have access to the best available evidence-based information and resources to train and educate new parents, childcare workers and health professionals.

Position Purpose

The Casual Education Officer reports to the Prevention and Education 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"> • Prevention and Research Manager • Director of Prevention, Education and Research • 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 • 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.

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.

	<ul style="list-style-type: none"> • 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.
Alignment with Red Nose values	<ul style="list-style-type: none"> • Welcoming – creating spaces of comfort, collaboration and belonging • Courageous – comfortable with the uncomfortable. willing to have a go, identify mistakes and learn from them • Accountable – demonstrating integrity in everything you do • Respectful – valuing the contributions of all • Everyone together– working with passion for our cause

Quality, Safety and Improvement

Essential	<p>Red Nose employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:</p> <ul style="list-style-type: none"> • Exercising a duty of care for own health and safety and the health and safety of others • Acting in accordance and complying with all relevant Health, Safety and Quality policies and procedures. • Identifying risks, reporting and being actively involved in risk mitigation strategies. • Participating in and actively contributing to quality improvement programs. • Complying with all relevant competency standards.
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Checks – employment subject to:

Essential	<ul style="list-style-type: none"> • National Police Check • Working with Children Check • Drivers Licence
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Authorisation

Position authorised by: Director Prevention, Education and Research

Employee signature: _____

Date: ____/____/____