

# education program manager



- **Adult education focus**
- **Improve literacy, numeracy and employability**
- **Leadership opportunity**

Community West is a multi-program agency servicing disadvantaged people throughout Melbourne's outer west. The Education Program improves language, literacy and numeracy enabling clients to participate more effectively in training or the workforce leading to greater gains for society in the longer term.

Reporting to the CEO this role will manage all development, human resource, compliance, reporting and growth responsibilities for the Education Program. You will lead 17 sessional teachers and 5 support staff to provide services to over 1,000 adult students every year.

You are a committed educator with an awareness of the specific needs of adult learners, combined with demonstrated leadership skills, where staff management is at the core of your success. You have the ability to manage a range of accreditation and complex reporting requirements and the capacity for innovation and flexibility.

**If building on the success of this already highly respected program interests you, please phone Richard Green on 03 9225 5225 or forward your CV to [cv@ngorecruitment.com](mailto:cv@ngorecruitment.com) quoting 30263rg.**

**NGO**

**Recruitment**

A division of Bradman Recruitment and  
Franchise Partner of CareersMultiList