



## Learning Coordinator 12 month contract

### ***The Organisation***

The National Trust (Victoria) is a community-based non-government organisation committed to promoting and conserving Australia's indigenous, natural and historic heritage; the National Trust own and manages nearly 280 properties Australia-wide, 1500+ properties internationally with over 4 million registered members.

We are seeking a reliable, welcoming and enthusiastic Learning Coordinator to run our education program and group tours at a heritage farm in the Yarra ranges. This is a part time position

### ***The Position***

The role requires a person with excellent presentation and communication skills to deliver a school program and guided tours around a unique and popular heritage site. Coordinating a group of education volunteers, organising bookings and developing the education program are also some of the responsibilities. Some basic cleaning of the property for presentation is required as well.

The role will be for one day per week but additional days may be required subject to bookings.

### ***Experience/Qualification***

Formal background in teaching or training qualifications is essential. A co operative and welcoming attitude, excellent communication and organisational skills are mandatory. Experience in the tourism industry and an interest in heritage and history are helpful.

Any offer of employment at the National Trust of Australia (Victoria) will be subject to a satisfactory Police records check and/or Working with Children check.

For full details and a position description please visit the Employment section of our website:  
<http://www.nattrust.com.au>

Applications close 26 February 2010

We will be making contact with successful applicants and calling for first round of interviews by 7 March 2010. If we have not made contact with you by 7 March 2010 please be advised that your application has not progressed to the next step of our recruitment process and accordingly, we would like to thank you for your interest in this role with the National Trust of Australia (Vic).