**Traffic Safety Education Program Leader**

**Role and Position background**

Charlton College manages the CHARTSEC (Charlton Traffic Safety Education Centre) on behalf of a range of regional schools and special schools across Victoria.  CHARTSEC delivers Pre-Driver Education to approximately 700 students annually from about 40 schools across Victoria. It also delivers the Road Smart In-car Off-road program on behalf of VicRoads, designed to build on the knowledge, skills and attitudes of students from Year 9 to 11, laying the foundations for safe driving among young drivers. CHARTSEC has been delivering traffic safety education for over 30 years and is recognised as providing high quality programs.

The program offered includes:

* Programs that operate for 1 to 3 days
* A practical driving program
* A classroom program

The position is a casual position, working on average 20 hrs a week; some weeks less than this but some weeks for 5 days per week.

**Responsibilities:**

The program leader is responsible for:

* Coordinate the operation of CHARTSEC, liaise with schools, take bookings, schedule staff, schedule servicing of cars and manage the budget.
* Market / promote CHARTSEC to schools throughout Victoria; this includes sending information, updating and producing material and media releases.
* Coordinate the theory and practical components of the course. In the past some coordinators have only had a riving instructor qualification whilst at other times they have had both classroom teaching and driving qualifications.
* Coordinate the development of the Driver Education Facility including track development and the Driver Education classroom.

**Key Selection Criteria**

1. Demonstrated knowledge of Traffic Safety Education
2. Demonstrated experience and skills in program coordination including organisation, marketing and engaging with community members and groups.
3. Demonstrated capacity to lead the work of a staff team and the ability to provide advice and support to management in respect to the work area.
4. Demonstrated capacity to develop procedures and guidelines relating to the work area and the capacity to develop or source future programs and develop the technical knowledge and expertise relevant to the position.
5. Demonstrated high level oral and written communication skills and computer skills.
6. Demonstrated commitment to professional growth both for self and others