



VACANCY

CASUAL CHARTSEC (PRE-DRIVER EDUCATION) MANAGER ES1-3

12 month position – commencing 11th July 2022 to 23rd June 2023

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 manager is responsible for:

- Coordinate the operation of CHARTSEC, liaise with schools, take bookings, schedule staff, schedule servicing of cars.
- Prepare and manage the Annual CHARTSEC Program Budget to a zero cost, variations to budget to be presented to and approved by Principal.
- Market / promote CHARTSEC to schools throughout Victoria; this includes sending information, updating, producing material and media releases.
- Coordinate the theory and practical components of the course. In the past some coordinators have only had a driving 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.
- Report weekly to Principal of Charlton College on agreed criteria.

Applications close Thursday 7th July 2022 and can be emailed to the Principal:

Jamie.Daff@education.vic.gov.au