

## **Programme Developer and Training Manager**

This is a senior specialist position that will focus on the design and roll out of key Shine Programmes and training educators and Shine staff and volunteers.

### **Duties will be as follows:**

Developing and reviewing Shine training and resource materials,  
Managing the implementation and monitoring of key Shine Programmes most importantly a school based programme called Book Buddies.  
Recruiting, developing, managing and evaluating trainers.

### **Core competencies**

A postgraduate degree in education and over fifteen years experience in education. \*A PHD would be an advantage  
Report writing, journal writing, material development and research.  
Ability to manage, train and inspire a team of trainers  
To be a confident and engaging presenter  
Project management and the capacity to build and maintain good partnerships and relationships  
Actively plan and action advocacy of the Shine Programmes

You need to be available to travel nationally and at times internationally

Working a major day which is 8.30am to 2.30pm and 5 weeks leave per year but this depends on qualifications and experience. So it could be a full time position

## **Programme Developer and Training Manager**

### ***Book Buddies***

Responsible for the roll out of the Book Buddies (BB) programme nationally with the support of the Operations Manager

Managing and writing up the BB concept paper, workshop manual and trainer's manual and ensuring all material are SACE endorsed. (A consultant will be working on this project with your guidance)

Finding the correct assessment tool for BB.

Recruiting, training and managing a team of training consultants for BB

Monitoring the success of the BB programme through site visits and interviews with stakeholders and redesigning the programme in consultation with the CEO if necessary.

Planning the BB campaign and role out with the Operations Manager, Fundraising and Development Manager and Communications officer. Designing a presentation on BB for purposes of advocacy and meetings with funders, educators, WCED and DBE and presenting at relevant conferences.

Preparing reports on the BB programme for funders.

### ***Shine Chapters and Centres***

Centre manager training for Shine Centres and Shine Chapters

Designing and expanding on the CM's training programme to ensure that they have a firm foundation in the Shine Programme and methods to the point that they can ensure volunteers understand and can receive ongoing guidance in supporting the Shine Programme. To ensure that they can deliver the volunteer orientation **programme**.

### ***Programme Development and Training development:***

Through site visits and stakeholder interviews you will ensure that the Shine Programme and Shine Training Programme is relevant to its beneficiaries and when necessary consult with the CEO and Manco Team and redesign the programme, programme resources and training.

### ***Training***

Training is key to everything that Shine does and here your role is to look at each training workshop that Shine delivers and recruit and train an effective team of training consultants. With the support of the Ops Manager and the training coordinator who manages the logistics of each training you would ensure that each workshop is delivered professionally with attention to detail into the Shine Ethos.

Each one of the following training will need to have its training manual redesigned with a train the trainer's manual added. \*We would like this to be SACE endorsed:

- Volunteer Orientation and 3 in-depth trainings for volunteers
- \*Shine in a Box Part One which is for Reading Clubs and other literacy support activities (Paired and Shared Reading, the role of a Learning Partner, Shine Ethos)
- \*Shine Chapter Training (all of the above plus Assessments, Games and Have a Go writing)
- \*Shine Games Training
- Book Buddies training

### **New Training that needs a training manual, train the trainer's manual and Ops Manual:**

- Teacher Training (a Literacy Programme for children left in the classroom during Shine Centre session plus how to utilize the new skills that Shine Children bring to the classroom)
- Pupil Support Team (building up a strong PST using community, business and specialist support)

At Shine we believe that systems, manuals and our ethos are key factors to our success. Running a campaign, project or training must be systems based so that it is easy for anyone to understand and run the project in your absence.

### **Volunteer training**

Shine currently has over 600 volunteers and Year Beyond students running the Shine Centre Programme. Developing and delivering training that is accessible and meaningful to volunteers is key and at the same time it is also essential that we look at ways of ensuring that volunteers who are unable to receive regular training are continually inspired and supported. Therefore you would need to work with the Ops Manager, Project coordinator and Communications Officer to look at how we can use social media or modern technology to support our volunteers and parents.

### **Collaboration**

In order to meet our vision of a Nation of Readers we need to look at forming solid partnerships. Contracts and Memorandum of Agreements are important but we believe that Trust, a Shared Vision and Values are essential too. Part of your role is to forge and maintain strong partnerships that will help us reach our vision.

### **The Shine Ethos**

Your role is not only to impart knowledge but also to model the behaviour we would like to see in any Shine Project or Programme. Who we are with the children, educators, volunteers and our own team determines our success.