



**International
Big Picture
Learning
Credential**



Educational Credential Coordinator

Big Picture Learning Australia (BPLA) is a registered not-for-profit whose core business is the transformation of secondary education in response to a rapidly changing world. The Big Picture design for learning and school is implemented in over 50 schools around Australia. We believe that personalised and passion-based learning where students develop agency and independence, and have opportunities to learn with expert mentors in the real world, is the key to preparing them uncommonly well for life. We work with schools, education departments, curriculum authorities and tertiary institutions to transform outcomes for young Australians. We are supported by philanthropy, government, project partnerships network memberships and payment for services.

BPLA has developed an innovative secondary education credential, known as the International Big Picture Learning Credential (IBPLC), that offers new non-ATAR pathways to university, training and employment. We require an agile new team member in our Sydney Head Office to assist with the administration, communication and training associated with the uptake of this credential.

This is a part time position – ideally 3 days a week – with the potential to become full time. BPLA is a flexible employer, open to developing a work schedule of mutual convenience for the right candidate. The position is located at the BPLA Head Office in Marrickville, Sydney.

The main responsibilities for this position will be to:

- liaise with schools, BPLA coaches and the University of Melbourne (our credential partner)
- produce regular communications and updates for member schools participating in the IBPLC
- contribute to the production of case studies about students, their interests, their destinations and their transitions to post-school life
- maintain spreadsheets of credential schools, advisory teachers, students, attendance at training/moderation
- oversee initial set-up and continuing registration of schools in Ruby, (the online assessment platform) by in-school administrators
- follow up queries and trouble-shoot access issues
- assist BPLA coaches to plan and implement online training and moderation workshops

- advise member schools about pathways to and entry processes associated with our partner universities
- negotiate new partnerships with universities and training colleges
- report to the IBPLC National Coordinator and the CIO

Skills and qualities of the ideal candidate:

- An interest in educational issues and innovation
- Tech-savvy and able to use a variety of platforms and applications
- Able to work in a small, multi-skilled team
- Resourceful, organised and a good networker
- Attention to detail, good at trouble-shooting minor technology issues
- Clear, engaging writing skills

Would suit university tutors, former teachers, education students, office administrators, website content managers, those with journalism or PR experience, etc.

BPLA is a child-safe organisation. We are committed to providing a safe environment for our students. We have zero tolerance towards any form of abuse or maltreatment and are active in ensuring our students are able to participate in decisions affecting their learning and lives. BPLA understands its legal and moral obligations to treat any student safety concerns seriously and report allegations or concerns to the appropriate authorities.

How to apply:

Please submit a resume and a cover letter to tell us about yourself and the reasons that you think you would be suited to this position and our organisation.

Enquiries:

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Closing date: [tbc]