

STEAA (NSW) IS HIRING

Training Administrator

About the job

Training Administrator

Part-time: 10 hours per week (2 days per week x 5 hours per day)

Location: Thornleigh Suzuki Office

Your new organisation

The Suzuki Talent Education Association Australia ('Suzuki Music') is the not-for-profit members' association licensed by the International Suzuki Association to administer the world-renowned Suzuki Method of children's music education across NSW. The Suzuki Method was developed after World War II to build children's character and ability through learning to play musical instruments.

The Suzuki Method has been used in Australia since 1970 and the association in NSW has 1,730 members, consisting of teachers and families, with children learning one or more of the instruments being taught using the method: violin, cello, viola, flute, recorder, organ, piano, and guitar. There is also a Suzuki Early Childhood Program aimed at younger children. The ongoing training and development of music teachers in Suzuki's philosophy and teaching methods is an integral element of the method, to ensure that all accredited Suzuki teachers have the personal attributes and skills required to teach music using this unique method, beyond using readily-available "Suzuki Method" music repertoire books.

Your new role

We are seeking a part-time Training Administrator responsible for all aspects of administering the Suzuki Teacher Training program. The teacher training program includes training for new teachers as well as continuing professional development programs for experienced teachers. You will be responsible for:

- Developing program calendars, in collaboration with the Office and the Teacher Training Committee
- Developing program budgets, in collaboration with the Executive Officer and Teacher Training Committee
- Keeping up-to-date electronic records of teachers' training progress
- Communicating with teachers through regular newsletters including outreach/bursary opportunities
- Writing regular update reports for the Board regarding all training matters
- Handle training enquiries from new and existing teachers
- Liaise with Office staff and teacher trainers and trainees in relation to deadlines
- Assist with general office duties during busy periods
- Any other reasonable duties as directed by the Executive Officer

What you'll need to succeed

To be successful in this role, you will be a people person who is also good at detail and administration, with an attitude of teamwork, flexibility and service. You will have:

- An ability to develop friendly, respectful yet firm relationships (for example, when managing deadlines) with a variety of people
- Excellent oral and written communication skills in person, by phone or online
- Strong administration skills for record keeping
- Strong organisation and time management skills
- A problem-solving mind set to resolve questions and issues with key stakeholders such as the Executive Officer, Teacher Training Committee members, or the Association President
- Support for the purpose and philosophy of the Suzuki Method
- Familiarity with the Suzuki Training Program, or a willingness and ability to learn

The successful candidate must possess Working with Children clearance for employment in a child-related role and may also need to undergo a police check.

What you'll get in return

A permanent part-time role that fits within school hours at a location convenient to transport, with scope to learn up-to-date office systems and provides opportunities to work with a variety of people in an office environment.

How to apply

To apply for this role please send your CV and a cover letter to admin@suzukimusicnsw.com.au

Enquiries about this role can also be emailed to admin@suzukimusicnsw.com.au along with your contact details.

Closing date for applications: 14 March 2021