

Wellington Playcentre Association
EXECUTIVE JOB DESCRIPTION (Voluntary position)

Education Convenor

Place of Work	Works from home
Responsible to	Playcentre Education (NZPF), Association Executive and Association Council, Education team
Honoraria and Expenses	As set at the annual Association Meeting.
Length of Tenure	One year with a recommended maximum of three

Qualities

- Playcentre is the main source of early childhood education for the Convenor's children
- Is prepared to continue training and participate in ongoing professional development
- A background of strong involvement at Centre level

Essential skills and knowledge

- Has completed Course Four Playcentre Practice, or is working on it
- Able to communicate effectively – orally and in writing
- Good facilitation skills
- Good organisational and administrative skills
- Able to work cooperatively with other members of the Association and the team

Goals

- Ensure effective delivery of the Adult Education Programme occurs within the requirements of the WPA Education Quality Management System
- Be an effective member of the Association Executive
- Promote appropriate practice within centres to ensure quality outcomes for children at Playcentre sessions

Duties and Responsibilities

1. Convene the Education Team and be responsible for ensuring the team fulfils its responsibilities.
2. Report to and attend the Association Executive and Council meetings and AGM.
3. Provide an annual report to Playcentre Education as required under the QMS.
4. Develop a strategic plan for the adult education programme to present annually to Playcentre Education, the Association Executive and the Association Council.
5. Develop and present the annual budget for spending on administration, provision and delivery of the adult education programme, to the Association Council.

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Include provision for: professional development, learning and teaching resources (including Assn library), adult education administration costs, adult education delivery costs, programme review and development.

6. Monitor and report to council on ongoing spending within budget guidelines.
7. Ensure processes of programme delivery, development and review, as required under the QMS are implemented.
8. Contribute and report to an annual management plan based on the Association strategic plan.
9. Any other responsibilities as required by the Association Council and Playcentre Education.
10. Responsible for the management of staff assigned to the Education team, including recruitment and induction, performance management (e.g. developing and managing work plans and conducting annual appraisals) and professional development.
11. Encourage emergent leadership, and prepare handover to incoming convenors, including by reviewing the job description annually.

Sources of Support

- Playcentre Education
- Education Team Administrators
- Education Team Members
- Tutors
- Association President
- Other Executive Members
- Office Administrators