



## Terms of Reference

**Title:** Educational Resource Development Volunteer  
**Department:** Development Education, Marketing and Communications  
**Location:** Melbourne  
**Position reports to:** Development Education Officer

## About CARE Australia

CARE is an international humanitarian aid organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organisation, CARE works with communities to help overcome poverty by supporting development projects and providing emergency relief. We know that supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities. We depend on support from the Australian public to carry out our work.

CARE Australia is a member of the **CARE International confederation**. We strive for a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security.

For over 26 years, CARE Australia has earned an international reputation for our ability to respond quickly to emergency situations in countries as diverse as Haiti, Pakistan and East Africa. We are also renowned for our innovative, sustainable and effective long-term development projects. All our projects are designed to equip the people we support with skills and resources so they can take charge of their lives and work towards a better future.

CARE Australia is directly responsible for program design, implementation, monitoring and evaluation, as well as management and contractual control of all projects. As a consequence, we have a high degree of accountability and transparency. CARE Australia is committed to protecting the rights of children in all areas we work around the world.

## About the Team

The Development Education team is responsible for raising awareness within the Australian community of key development issues such as global poverty and inequality, highlighting the important work organisations like CARE are doing to overcome these.

The Development Education team does this through delivering presentations at schools, universities and community groups, attending public events and festivals, recruiting and supporting volunteers to have conversations with festival attendees and through its new online educational resource - *Global Poverty: A Teacher's Toolkit* [www.teacherstoolkit.care.org.au](http://www.teacherstoolkit.care.org.au), a

website designed to provide teachers (and students) with resources and information about global poverty and its contributing factors.

## **About the Role**

An opportunity exists to volunteer with CARE's Development Education team in their Melbourne office.

The role of the Educational Resource Development Volunteer will be to align content from the *Teacher's Toolkit* website [www.teacherstoolkit.care.org.au](http://www.teacherstoolkit.care.org.au) with the Australian school curriculum (primary and secondary). With support from the Development Education team the role will also create and develop additional resources for the website such as lesson plans, activities and worksheets.

The Educational Resource Development Volunteer will also be required to assist in the promotion of the website through a variety of channels, including digital, social media and print.

Additional support to the Development Education team may be required.

## **Key Tasks/Responsibilities**

- Align content and resources from CARE's Teacher's Toolkit with the Australian school (primary and secondary preferable) curriculum.
- Develop additional resources for the Teacher's Toolkit such as lesson plans, activities and worksheets.
- Assist the Development Education team in the promotion of the website.

## **Selection Criteria**

- Qualifications in education (or undergoing current tertiary studies) and a demonstrated understanding of the Australian school curriculum.
- Experience in developing learning resources and educational materials.
- Excellent communication skills, both written and verbal, with experience in composing content for social media desirable.
- Working knowledge of Content Management Systems (CMS), such as WordPress and an ability to work across multiple digital platforms.
- Proficiency in Microsoft Office programs.
- An understanding of women's empowerment and gender equality in international development and knowledge of humanitarian aid is desirable.

**Approved by**

**Communications Manager**

**24/02/15**