



Job Advertisement

Role

Registered Training Organisation (RTO) Coordinator

Position

Full time

About Sprout Training

For ten years Sprout has been regarded as one of Australia's best cooking schools offering a range of cooking classes for people of all ages and abilities. We have helped thousands of people reconnect with food and learn to love cooking again. In recent years, we have expanded our training services to include the delivery of accredited training packages via our registered training organisation Sprout Training (RTO 45247).

Sprout Training is committed to its students and industry. We are dedicated to ensuring our students have a positive and inspiring educational experience and we are committed to educating and inspiring individuals looking to establish a successful career in the food and hospitality industries. When students complete our courses they are workplace ready.

About the role:

We are looking for an experienced RTO coordinator who can help us grow and manage the day to day operations of our business.

Tasks & responsibilities

- Manage all courses on the Sprout Training scope
- Ensure all training programs meet ASQA requirements
- Ensure all training programs meet industry standards and requirements
- Review systems, policies and practices to ensure continuous improvement across all areas of delivery, management and administration
- Create semester timetables for all courses
- Ensure the delivery of all courses meets best practice guidelines
- Ensure the timely processing of all relevant documentation
- Deliver accredited programs and lead a small team of trainers and assessors.
- Ensure all assessment tasks are correctly mapped to the curriculum and student learning outcomes
- Develop detailed program information for prospective students

- Work with industry and community groups to ensure that training programs are current and relevant
- Build industry and community partnerships
- Prepare and submit student progress reports and other reports as required

Required skill and knowledge

- Must have a Certificate IV in Training and Assessment
- Experience and highly proficient using Axcelerate software
- Tertiary qualifications relevant to the position (desirable)
- Must have a valid driver's license
- Minimum three years working as an RTO coordinator or similar role
- Competent using basic computer programs such as Microsoft Word and Microsoft Excel and other management software programs as required
- Demonstrated skills and experience in training coordination/course design
- A strong focus and commitment to quality, compliance and reporting requirements
- Well-developed interpersonal, verbal and communication skills, with the ability to communicate at all levels
- Demonstrated reliability in meeting deadlines and commitments
- An ability to set and achieve realistic goals
- An ability to problem-solve and prioritise workload

Benefits

- Join a fun and supportive team
- Opportunities for professional development
- Fun, innovative and exciting workplace
- Flexible working conditions available
- Family friendly organisation

If you answer yes to the following questions, then we want you!

- Are you a reliable team player who can take feedback positively and is always looking to improve?
- Do you have a solution-oriented mindset?
- Can you easily adapt to different roles and working environments?
- Do you show initiative to maintain high standards and solve problems quickly?
- Do you have exceptional attention to detail?
- Do you work well under pressure?

How to apply?

- Email your application to career@sproutfoodgroup.com.au
- Clearly state your name and the role you are applying for in the subject line of your email application
- Applications must include a cover letter (maximum one page), which outlines your suitability for the role having reference to the skills and attributes above
- Include a current, tailored resume (maximum two pages) including the name and contact details of your last two places of employment

- Applicants ideally would be available for immediate start and must be eligible to work in Australia.
- Address your application to Themis Chryssidis.
- Applications close **1 March 2024**, however interviews will commence immediately and the position may be filled before the application closing date.