



## JOB DESCRIPTION & PERSON SPECIFICATION

### EcoSanctuary Education Officer

College Department:	Administration
Position Title:	EcoSanctuary Education Officer
Position Classification:	Grade 4
Tenure:	Permanent Part-time (0.88 FTE) Monday to Friday, 42 weeks per year

## JOB DESCRIPTION

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### 1. Summary of the broad purpose of the job in relation to the College's goals.

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The EcoSanctuary Education Officer supports a whole-school culture of sustainability and environmental responsibility through the design and delivery of engaging programs, projects, and learning activities in collaboration with teaching staff. Working closely with the EcoSanctuary Coordinator, teachers, students, and the wider community, the role proactively supports the integration of environmental learning across the curriculum and promotes the effective use of the EcoSanctuary and EcoSkills Centre.

The position also leads initiatives such as recycling programs, student projects and clubs, and environmental awareness events, while supporting staff professional learning and contributing to the development of environmental policies and practices.

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### 2. Reporting / Working Relationships

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The position

- Is accountable to the Business Director through the EcoSanctuary Coordinator.
- Works collaboratively with the EcoSanctuary Coordinator and EcoSanctuary Resources Officer in relation to the College's environmental learning spaces.
- Collaborates effectively with the Director of Teaching & Learning on all curriculum-related matters.
- Works proactively with teaching staff to develop and enhance student learning outcomes.
- Actively engages with students to support and enrich their learning experiences.

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### 3. Special Conditions

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- Practical work is delivered in Tatachilla Lutheran College's EcoSanctuary and across all sub-schools, outdoors and within a community setting. Outdoor physical work will be required.
- Some out-of-hours work is required, including occasional weekend and school holiday work, supervision of students during community conservation days, and participation in tours and community engagement activities. Some overnight activities, camping, and travel may also be required from time to time. Flexible working arrangements apply, with a willingness to undertake occasional out-of-hours duties as needed.



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#### **4. Extent of Authority**

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- Follow instructions and decisions of EcoSanctuary Coordinator.

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#### **5. Statement of Key Outcomes & Associated Activities**

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In collaboration with the EcoTeam, the following responsibilities and accountabilities will be undertaken by the EcoSanctuary Education Officer:

- Embed the core Lutheran Education Australia (LEA) values of love, justice, compassion, forgiveness, service, humility, courage, hope, quality, and appreciation in all aspects of this position.
- Contribute as an active member of the environmental team to ensure the effective running of the EcoSanctuary and associated programs.
- Proactively promote and support teachers and students to make effective use of the College's environmental resources and learning spaces.
- Collaborate with the Director of Teaching & Learning and teaching staff across the College to develop resources and support the planning and delivery of lessons with a particular emphasis on the effective use of the EcoSanctuary and EcoSkills Centre. This includes supporting teaching programs, learning goals, and expected student outcomes, as well as leading specialised environmental learning activities with students both within and beyond the classroom.
- Support students in environmental inquiries and projects, both within the College and through local partnerships and community engagement opportunities.
- Actively contribute to the daily operation and ongoing development of the College's environmental education and sustainability programs.
- Facilitate engaging student activities and initiatives related to the environment and sustainability.
- Assist the EcoSanctuary Coordinator with EcoSanctuary related projects and initiatives, including grant applications and project support as required.
- Support the Eco Team in the planning, coordination, and delivery of College events and awareness campaigns, including the Annual Junior School Planting Festival, World Environment Day, World Wildlife Day, and World Habitat Day.
- Design, develop, and lead College waste and recycling education programs, including 10c collection and sorting, paper recycling, waste reduction initiatives, environmental clubs, and broader sustainability programs.
- Coordinate and facilitate after-school programs that encourage student participation in environmental and sustainability initiatives, such as EcoRangers.
- Contribute to EcoEducation communications through updates for the College newsletter, website, and social media platforms.
- Work collaboratively with the EcoSanctuary Coordinator to build and maintain partnerships with local councils, schools, community groups, and environmental organisations.
- Contribute to the development, implementation, and ongoing review of the College's environmental policies, procedures, and strategic plans.
- Coordinate and complete administrative requirements for excursions and attend excursions involving Tatachilla Lutheran College students, visiting schools, and community groups in collaboration with teaching staff and the Eco Team.
- Undertake any other duties as directed by the EcoSanctuary Coordinator, Principal, or Leadership Team.



## PERSON SPECIFICATION

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### 1. Educational / Vocational Qualifications

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- Tertiary qualifications (Certificate IV or above) in Environmental Science / Conservation / Land Management (or other relevant field), or equivalent relevant experience
  - Working with Children Check (WWCC) and successful completion of TLC Applicant Declaration form.
  - Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC)
  - Protective Practices Certificate
  - First Aid Certificate
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### 2. Personal Skills, Abilities & Aptitude

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- A personal commitment to the College vision, mission and values which underpin the delivery of a Christian based education to students in the College community is essential.
  - Able to interpret and promote learning across environmental areas.
  - Excellent communication, interpersonal and organisation skills.
  - Ability to work both independently, and as part of an effective team to ensure departmental goals and objectives are reached.
  - Ability and willingness to collaborate with staff across the College, and external partners on projects and programs.
  - Ability to build positive relationships with, and engage effectively with young people.
  - Ability to work in a dynamic and changing environment with flexibility and a solutions-based attitude.
  - Excellent attention to detail and demonstrated self-motivation in setting goals, prioritising work to meet established deadlines, and managing multiple tasks.
  - Personal commitment to continuous self-development and improvement.
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### 3. Experience

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- Demonstrated knowledge, experience, and passion of sustainability and environmental themes, conservation and biodiversity management.
  - Experience working with native animals in a safe, competent and confident manner (highly desirable).
  - Knowledge and experience working with young people and educators (highly desirable)
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### 4. Knowledge

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- Knowledge of conservation and biodiversity. Preferably of Fleurieu Peninsula flora and fauna.
- An understanding of local Indigenous culture in support of the College's Reconciliation Action Plan (RAP).
- An up-to-date knowledge of current environmental affairs.
- Experience in the use of tools and equipment within a conservation setting.
- High level of ICT skills including but not limited to Microsoft Office suite and cloud-based storage.



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## 5. Classification Level

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The position of the EcoSanctuary Education Officer carries a Classification Level of Grade 4 (Refer to the guidelines in the Lutheran Schools Enterprise Agreement for additional details relating to roles and responsibilities at this Grade).

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## 6. Performance Standards & Review

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An annual Performance Review is undertaken with the Business Director to determine the capacity to meet the demands of the role, where additional skills training is required, and what level of job satisfaction is being obtained.

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## 7. Workplace Health & Safety

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The objective of the Work Health and Safety Act 2012 is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WHS obligations on certain persons who may affect the health and safety of others. Staff of Tatachilla Lutheran College are accountable for the day-to-day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the College's Work Health and Safety Management System as part of a broader Risk Management Framework. The Executive Team has the major responsibility for establishing safety policies and procedures however, these must reach and be supported by staff on the job.

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## 8. Equal Employment Opportunity

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Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

## APPLICATION PROCESS

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### Applicants with sufficient skills and experience are required to:

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- Write a cover letter of up to two pages, addressing the selection criteria;
- Include a curriculum vitae; and
- List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Business Director, Tatachilla Lutheran College and sent electronically to [jobs@tatachilla.sa.edu.au](mailto:jobs@tatachilla.sa.edu.au)

Applications close on **9am, Monday 15 June 2026.**