



LIVE & LEARN

Environmental Education

Terms Of Reference

Position Title	Resources Writer
Location	Melbourne
Responsible to	Karen Young – Graphic Designer
Term of Position	12 months with options to renew pending on performance and funding availability (starting immediately)
Salary Scale	Gross AU\$ 65.000 - 70.000
Position Objective	To develop Information Education and Communication (IEC) resources to support Live & Learn international environmental education program

BACKGROUND

Live & Learn Environmental Education's mission is to reduce poverty and foster greater understanding and action towards a sustainable future through education, community mobilization and supportive partnerships. Whilst maintaining a non-political image we work with aid organizations, governments, inter-governmental organizations and non-government organizations from all over the world sharing knowledge for a sustainable planet and linking environmental knowledge to social change. Integration of environmental, cultural and development concepts in extensive education programs for the younger generation in developing countries is the prime focus of Live & Learn. This is achieved through community education, community organization, community mobilization, curriculum development, teacher workshops interactive environment programs and development of environmental educational material to schools.

JOB DESCRIPTION

Live & Learn Environmental Education is seeking a Resources Writer to support our international program. Based in Melbourne, the resources writer will work with a dynamic terms of education experts from the Asia-Pacific region to develop effective and grounded resources on issues relating to Water Sanitation and Hygiene (WASH).



LIVE & LEARN

Environmental Education

SPECIFIC DUTIES

- Write and adapts materials in different formats, across various thematic issues;
- Works closely with colleagues who are involved in programmatic and communication work and supports in the editorial work and production of WASH materials and resources;
- Ensures the accurate documentation of key events and processes via text and images
- Occasionally assembles and prepares specific WASH communications products
- Assist various Live & Learn internal teams in the development of written and communications work.

QUALIFICATIONS AND SKILLS

- Professional education, Bachelor's or Master's level with a background in WASH, education or developmental studies
- Advanced or specialized writing or communication training
- At least 2 years professional experience in an international context
- Experience writing for different audiences and in using different formats including schools material
- Pro-active attitude and strong communication skills
- Strong preference for candidates with working and living experience abroad
- Ability to set priorities and timely meet (publication) and production deadlines
- Creative, flexible and able to engage with a range of professionals

Expected Personal Qualities

Maturity of judgement, flexibility, creativity, responsiveness, initiative, ability to follow through, ability to take a considered approach, ability to work within an organisation, openness to learning, a sense of humour and an unconditional personal commitment to protect the natural environments and the many people depending on these for their survival.

Please send you CV and indication of earliest availability to
karen.young@livelearn.org

For clarifications please contact Karen on (03) 9650 1291