



**Ten Lives Cat Centre**

ABN 78 883 186 467

12 Selfs Point Road  
New Town Tas 7008

PO Box 309  
Lenah Valley Tas 7008

P 03 6278 2111

F 03 6278 3111

[tenlives.com.au](http://tenlives.com.au)

[info@tenlives.com.au](mailto:info@tenlives.com.au)

## POSITION DESCRIPTION - December 2018

**Title:** Volunteer Edu.Cat Facilitator

**Employment Conditions:** Volunteer

**Location/s:** Ten Lives Cat Centre, Tasmanian State, Catholic and Independent schools

**Direction and Supervision:** The Volunteer Edu.Cat Facilitator will take direction and be supervised by the Ten Lives Education and Community Manager and Ten Lives Volunteer Coordinator.

### Organisational Context

Ten Lives is a leader in cat management and operates Tasmania's largest cat shelter taking into our care all lost, stray, unwanted, wild and feral cats. Ten Lives receives no government funding and relies on funds generated from our own operations and the support of the general community through donations and bequests.

Operating for over seventy years Ten Lives has cared for tens of thousands of cats and kittens. In kitten season we have on average one cat or kitten coming into our care every 30 minutes during our 7 day a week operation.

By changing the way we collectively care for cats, we are benefiting not only cats but also members of our community and the environment.

Ten Lives has an independent board and has a professional and dedicated team that ensure Ten Lives is a sustainable organisation for the long term.

Ten Lives objectives are:

- To promote and improve the welfare of cats and kittens.
- To promote responsible cat ownership and humane animal welfare principles.
- To shift public attitude towards the welfare of their cats in order to reduce the number of stray, abandoned, lost, unwanted or feral cats.

- To provide education throughout schools and the general public to create positive outcomes for cats, the environment and communities.
- To reduce unnecessary euthanasia of cats and kittens.

Ten Lives promotes responsible cat ownership and all cats adopted are microchipped, de-sexed, vaccinated and have received all necessary veterinary care.

Ten Lives plays a leading role in cat management and works with all levels of government, community groups, education and research institutions, conservation groups and business.

Ten Lives believes that education is key to creating long term social change in the way we care for our cats, the community and our environment.

### **Position Purpose**

To facilitate and deliver the Edu.Cat STEM Program to school students and teachers throughout Tasmania.

### **Primary Relationships**

Daily oversight and workload management is undertaken by the TenLives Community and Education Manager and Volunteer Co-Ordinator.

Professional and working relationships with key external stakeholders such as school leadership, teachers and administration staff, community organisations and the general public are required.

### **Position Accountabilities**

- Deliver the Edu.Cat program to Tasmanian school students in State, Catholic and Independent schools throughout Tasmania, in accordance with the program delivery guidelines and timeframes.
- Achieve the desired outcomes, goals and targets of the Edu.cat program, in line with centre targets, policies and Strategic Plan.
- Promote the Edu.Cat program when opportunities arise to increase school and student initial and repeat participation.
- Collate and maintain materials and resources required for the successful delivery and promotion of Edu.Cat and Centre goals.
- Develop rapport and working relationships with key external and internal stakeholders to achieve optimal outcomes for the program and centre.

- Maintain the programs administration requirements such as records of contacts, program delivery and expenses through accurate and organised work practice.
- Collect and record feedback on the program to assist with identify training needs and continuous improvement opportunities, to ensure Edu.Cat continues to evolve.
- Act in accordance with all relevant legislation, industry and operational regulations and centre policies and procedures as directed, in order to minimise organisational risk and to protect organisational reputation.

## Requirements

### Essential

- Driver's licence
- Current Registration to Work with Vulnerable People

### Desirable

- Relevant Tertiary Qualifications in Education or Vocational Education and Training
- Proven skills and experience in the facilitation and delivery of educational training programs to school-based learners.
- Excellent verbal and written communication skills including the ability to effectively communicate with a range of internal and external stakeholders.
- Proven ability to build strong, positive professional relationships, manage conflict and work cooperatively in a team environment.
- Exceptional administrative and organisational skills and demonstrated ability to plan, prioritise and organise self and workload to effectively and efficiently meet position purpose and accountabilities.
- Adequate computer skills
- An understanding and compassionate nature in regard to animals, children and members of the community.