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## **Expression of Interest – National Strategy Consultant ACWA Education Committee**

### **PURPOSE**

ACWA is the national professional association for community workers and is incorporated in Victoria with four Branches currently covering all Australian states and territories.

ACWA is undertaking a limited Expression of Interest process for recruitment of a National Strategy Consultant for its Education Committee. ACWA's Education Committee comprises Educators and Practitioners from both VET and Higher Education Sectors across Australia.

The main purposes of the ACWA Education Committee are to set the educational standards for community services education in Australia and to support and promote quality education and learning outcomes for the human services sector. The Committee also has a commitment towards promoting education and professional standards in the sector.

As a result of a number of changes taking place within the sector at the State and Federal level, a need has arisen for ACWA to recruit a National Strategy Consultant to support its Education Committee.

The National Strategy Consultant will play a major role in influencing projects undertaken by the Education Committee and providing critical advice on sectorial changes at both State and National level. The Consultant will assist in identifying any potential revenue opportunities via funding projects and help grow ACWA's network via various education providers and relevant government departments and regulatory authorities.

## **ORGANISATIONAL OVERVIEW**

After more than twenty years as the Australian Institute of Welfare and Community Workers (AIWCW), the Australian Community Workers Association (ACWA) is the new name of the peak professional association for workers within Australia's community sector.

ACWA arose as the post-war increase in the sector and formalisation of education created a need for a new professional body. The association grew to become a nationally recognised professional body concerned with advocating and supporting the industry and members; promoting and monitoring education and training provision in the sector; maintaining standards in the industry; providing important benefits to members, and influencing social change. The organisation is recognised nationally to approve courses designed to meet the specific needs of the community services sector.

In April 2010, the National Executive Committee of AIWCW approved the creation of new positions within the national office to support the growth, adaptation and survival of the Association. A number of new positions were created including Chief Executive Officer, Assessment Coordinator and Membership Development Coordinator to restructure, promote and support the growth of the association. Please see the organisational structure for further information.

The key strategic goals for the organisation are:

- 1) Organisational Sustainability
- 2) Creating a Community of Community Workers
- 3) Strengthening Community Services Education and learning
- 4) Sectoral Leadership

## Requirements for the Role

The Consultant will need to have relevant strategic experience within the State and/or Federal education sectors. It is highly desirable that the Consultant will also have knowledge of the community/human services sector.

A key requirement of the role is to impart up-to-date information to the ACWA Education Committee in relation to education sector changes, impacts on the community/human services sector, and ACWA in particular, and to provide advice regarding the Education Committee's strategic goals in relation to sector changes.

Other key requirements for the role include:

- Awareness of key sectoral changes within each state & National Level and relevant government policies;
- Ability to identify and source funding opportunities;
- Ability to establish and extend on behalf of ACWA, networks with relevant education providers, regulatory authorities and government departments at a State and National level;
- Ability to impart strategic advice to ACWA's Education Committee to influence its operations at State and National level;
- Ability to attend monthly Education Committee teleconferences to provide strategic advice;
- Ability to compile data and other tools to assist the Education Committee in making appropriate strategic decisions for the organisation;
- Ability to write bi-monthly reports for the Education Committee and/or submissions for funding or to influence government inquiries or regulation as required.

## **SELECTION PROCESS**

All interested applicants must complete the following as a written submission to be considered for the project.

### **Written submission**

Must include information about:

- Understanding of role
- Relevant experience within the Human Services and Education Sector
- Experience with sourcing funding opportunities
- Existing and established network with relevant education providers, regulatory authorities and government departments at State and National levels
- Knowledge of current changes within the sector and key government policies
- Demonstrated experience in strategic/advisory roles

In addition to above, a copy of the applicant's resume and any relevant qualifications must be submitted.

## **ASSESSMENT OF PROPOSALS**

The following criteria will be considered when evaluating each proposal:

- Understanding of role
- Evidence of relevant experience within the Human Services and Education Sector
- Demonstrated knowledge of funding opportunities
- Existing and established network with relevant education providers, regulatory authorities and government departments at State and National levels
- Knowledge of current changes within the sector and key government policies
- Demonstrated experience in strategic/advisory roles

## **GENERAL CONDITIONS**

The Consultant will be required to sign a Contract developed by ACWA .

## **PRIVACY, CONFIDENTIALITY AND COPYRIGHT**

The Consultant must collect and store information gathered for the purposes of completing this project in accordance with legislative requirements.

The information in this Expression of Interest is confidential. All information and ideas submitted by potential suppliers in written proposals will remain the property of the suppliers.

The successful supplier will be bound by a confidentiality agreement regarding information exposed to and gathered during completion of the project. All information gathered during completion and deliverable phases of the project become the property of ACWA.

## **PROFESSIONAL INDEMNITY INSURANCE**

The successful applicant must have adequate professional indemnity insurance for the duration of the project period.

## **CONFLICT OF INTEREST**

The Consultant must declare any risk of conflict of interest in the written proposal. Where the conflict of interest is perceived to have the potential for significant detrimental influence on either the quality or objectivity of the project, the proposal will be excluded from consideration.

In the event that the ACWA establishes an undeclared conflict of interest of the nature above, the contract may be terminated in accordance with the Conditions of contract.

## **TERMINATION AND VARIATION**

ACWA may vary the details outlined in this Expression of Interest or terminate the assessment process prior to formal agreement with a supplier. ACWA reserves the right to refuse to consider and/or accept any proposal. All variations from ACWA or the supplier will be in writing.

## **CONTACT:**

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For further information about ACWA's structure or functions, please go to [www.acwa.org.au](http://www.acwa.org.au)