

POSITION DESCRIPTION: ETHICS COORDINATOR

The organisation

Primary Ethics is an independent not-for-profit organisation delivering an engaging, age-appropriate philosophical ethics curriculum to students in Early Stage 1 to Stage 4 (Kindergarten to Year 8). We provide this free of charge via a network of trained and accredited volunteer teachers. Special Education in Ethics (SEE) classes have been enthusiastically adopted in schools across NSW, and we take pride in our reputation as an effective and well-regarded education provider within the public school system.

Role purpose

The Ethics Coordinator leads and advocates for the SEE program within their school community. Acting under the direction of a manager, the Ethics Coordinator recruits and supports a team of volunteer ethics teachers. Ethics Coordinators also liaise with school staff to coordinate the delivery of ethics classes at their school and work to increase awareness of SEE within the school and parent community. Delivery of SEE is guided by the Department of Education's [Religion and Ethics policy](#).

Reporting to

The role reports to a Regional Manager (volunteer) or Area Manager (staff), referred to below as 'the manager'.

Hours and location

This role requires an average of 1–3 hours per week, mostly during school terms. Workload peaks at the start of the school year and during volunteer recruitment periods. We ask for a one-year commitment to provide continuity for the team and the school. This is primarily a remote/home-based role, with occasional in-person meetings with current and prospective ethics teachers and school staff at the school or in the local community.

Roles and responsibilities

Key responsibilities of the Ethics Coordinator role include:

Team leadership and support

- Act as the main point of contact for ethics teachers within the school for issues relating to scheduling and delivery of ethics lessons.
- Arrange occasional informal catch-ups to help volunteers feel supported and connected as a team.

Volunteer recruitment

- Source, interview and recruit volunteer ethics teachers from the school's parent body and broader community.
- Assess candidates for suitability, in line with Primary Ethics guidance.

Advocacy and promotion

- Act as a local champion of SEE to build support for the program within the school and local community.
- Communicate appropriately with school staff and the school community as a representative of Primary Ethics.
- Work with your manager on local promotional activities.

School liaison

- Work collaboratively with school staff to ensure classes are set up effectively and provide updates as required on teaching arrangements.
- Represent the ethics teaching team in dealings with the school, working under the guidance of your manager and/or the Primary Ethics School Liaison Officer.

Compliance and child safety

- Understand Primary Ethics and NSW Department of Education policies.
- Complete required training, including Annual Child Protection Training (ACPT). Encourage your team to also complete any required training.

Program administration

- Communicate regularly with your manager. Report on program progress, raise questions, and flag issues or opportunities.
- Ensure information about classes is current in the EVIE online volunteer portal and raise any relevant issues.
- Escalate issues to your manager promptly where they cannot be resolved directly.
- Respond promptly to communications from Primary Ethics and encourage your team to do the same.

You may also be asked to undertake other tasks to support the team and organisation.

Skills, experience and personal attributes

Essential

- A commitment to the mission of Primary Ethics.
- Strong interpersonal skills, with the ability to build and maintain positive relationships with school staff, volunteers and the parent community.
- Good organisational and administrative skills, with the ability to manage multiple tasks and priorities.
- Clear and effective verbal and written communication skills.
- Confidence using computers and willingness to learn and use new systems (e.g. EVIE).
- Effective negotiation and facilitation skills (or an interest in developing these skills).

- Ability to balance competing interests and priorities to support the sustainability of the SEE program at your school.
- Timely completion of training and willingness to learn.
- All applicants are required to have a current Working with Children Check (WWCC) and a National Police Check (NPC) using the link we provide. Applicants with a criminal history involving minors, violence, sexual assault/indecency, fraud or serious drug-related matters are not eligible for a volunteering role with Primary Ethics.

Desirable

- Knowledge of the Primary Ethics curriculum or previous experience in education.
- Familiarity with the public education system and community engagement.
- Experience recruiting and/or overseeing a team.

Commitment to diversity

Great people come from all walks of life. At Primary Ethics, we are committed to creating a diverse, inclusive and flexible workforce that reflects the wider community and the communities we serve. We welcome and encourage applications from all people regardless of age, gender, ability, ethnicity, cultural background and sexual orientation.