



# 26TEN Coalition: Information for Applicants

## January 2023

### Introduction

This pack is for applicants interested in becoming a member of the 26TEN Coalition. It contains information about the:

- Application process
- 26TEN Coalition Terms of Reference
- Attachment A: The current structure of the 26TEN Coalition.

### Application process

1. Read this information.
2. Complete the [Expression of Interest form](#)
3. Email your CV to Trish Scholwin, Manager, 26TEN Strategy.  
[email@26ten.tas.gov.au](mailto:email@26ten.tas.gov.au).
4. Submit your application by **5 pm Monday, 27 February 2023** to the Manager, as above.
5. The Manager will convene a selection panel of four (4) people, including: two representatives from the Department for Education, Children and Young People (DECYP), a current 26TEN Coalition member, and an independent person, to consider the applications and make recommendations to the Minister for Education, Children and Youth (the Minister).
6. Members of the Coalition are appointed by the Minister.
7. Applicants will be advised by written notice, and an announcement made by a media release.

SUPPORTED BY:



1300 00 2610  
[www.26ten.tas.gov.au](http://www.26ten.tas.gov.au)

# 26TEN Coalition – Terms of Reference

## Background

26TEN is about individuals, business, community and government working together to improve adult literacy skills in Tasmania.

The 26TEN Coalition leads whole-of-community involvement in 26TEN. It provides advice to the Minister on progressing government initiatives to improve adult literacy in Tasmania. The Coalition works to create activity and engagement and establish 26TEN communities and industries where:

- everyone knows about adult literacy and 26TEN,
- everyone is supported to improve their skills and to help others, and
- everyone communicates clearly in plain English.

## Purpose

The 26TEN Coalition provides:

- the leadership for business, community and government organisations to work together to improve adult literacy
- advocacy and engagement within their sector or industry, including 26TEN Employer Grants
- promotion of the use of plain English in Tasmania
- advice to both the Department of Education, Children and Young People and the Minister on adult literacy issues.

The 26TEN Coalition works to expand the 26TEN Network, building community ownership and working collectively with government, business and the community to change behaviour and attitudes towards adult literacy.

## Membership and structure

The 26TEN Coalition is a group of key individuals, representing parts of the Tasmanian community and business sector, who are committed to working together to improve adult literacy in Tasmania.

The Coalition currently consists of:

- 7 members
- One member as Chair
- The Executive Director Libraries Tasmania (ex officio State Government role)
- Director, Skills Tasmania (ex officio State Government role)

As a group, the Coalition aims to have strong links to Tasmanian business, community and government sectors, and the Aboriginal community; and knowledge and understanding of contemporary communication, community change and adult literacy needs and support strategies.

Member appointments are for:

- a **voluntary** role
- an initial period of **two (2) years to 2025** with potential for further extension.

The Coalition can advise the Minister on matters relating to the recruitment of additional members to the Coalition and invite guests to participate or be observers at meetings of the Coalition.

## Sectors of Interest

The below are an example of some of the sectors that are encouraged to apply:

- Tourism and Hospitality
- Retail
- Finance
- Legal
- Energy
- Media
- Information Technology
- Community
- Sectors with demonstrated need for supporting adult literacy

## Role of the Chairperson

The Chair of the 26TEN Coalition will:

- be appointed by ministerial approval, based on the recommendation of a selection panel, including representatives from DECYP and an existing Coalition Member
- will be appointed for a two-year period on the same basis as new members
- will be a person not employed by DECYP
- must have good communication skills
- will have experience in operating in a board-like environment
- will have commitment to community participation and engagement.

The role of the Chair will be to:

- promote the 26TEN brand externally
- publicly lead cultural change around literacy awareness
- be the public face of 26TEN, strongly engaging in media and publicity
- coordinate internal aspects of 26TEN, including policy, strategic direction, meeting agendas and papers
- lead the Communicating Clearly strategy
- support the 26TEN Network, e.g. members and individual supporters.

## Role of members

Members of the 26TEN Coalition will:

- Lead community input to the 26TEN vision and strategy
- Have strong connections and influence to a specific industry, community or education sector to build ownership and membership of 26TEN
- Deliver on their 26TEN sector action plans
- Support 26TEN activities
- Mobilise funding and resources
- Consult with business, adult literacy providers and community groups
- Provide advice to the Minister regarding government initiatives and community action to improve adult literacy.

## Communication

The Coalition will communicate with the Minister, key stakeholders in their industries, 26TEN members and potential members, and the Tasmanian community.

Administrative support will be provided by 26TEN Team, Libraries Tasmania.

## Selection of members

If a Coalition position becomes vacant, the Manager 26TEN will:

- call for expressions of interest in membership through a public advertising process and will convene a selection panel, with at least one current Coalition member, to review applications.
- The selection panel will consider the need for Coalition renewal and succession, and the following selection criteria:
  1. time, passion and influence in their sector
  2. a good awareness of literacy and a commitment to the concept of lifelong learning
  3. broad representation drawn from different industries, communities and stakeholder groups
  4. experience and skills in at least one of the following areas:
    - leading major reform or a cultural change process
    - training provision
    - community development
    - education
    - economic development or someone who can represent the perspectives of employers
    - industry leadership in a sector such as agriculture, aged care or service industries
    - good communication skills
    - the ability to work co-operatively.

26TEN is committed to ensuring that membership of the Coalition reflects the broader community and intentions of 26TEN. Applications for membership are encouraged from business, people of Aboriginal descent, people from diverse backgrounds and from rural communities.

With the exception of the ex officio roles, members will be appointed as individuals. They will not necessarily be appointed as a representative of an individual organisation but will represent a particular area or sector that relates to the 26TEN Network.

## Code of Conduct

The 26TEN Coalition has a legal and moral responsibility to undertake its role in the best interests of the community it serves. Members are required to demonstrate the following standards of professional and ethical behaviour.

Members shall:

- Participate actively in the activities of 26TEN and meeting agendas and express any views with due regard for community interest
- Represent and promote 26TEN in the wider community and their sectors of interest
- Support 26TEN communities where appropriate
- Provide insight and encourage new ideas concerning adult literacy in Tasmania
- Be well-informed on issues before the Coalition, prepare adequately for meetings and seek additional information if required
- Accept collective responsibility and support decisions of the Coalition
- Respect the views of other members and demonstrate appropriate conduct at meetings and 26TEN events
- Maintain confidentiality of personal information and Coalition deliberations
- Declare any real or potential conflicts of interest as they arise and propose ways to manage these.

## Meetings

The Coalition will meet at least four (4) times per year and otherwise as required. The 26TEN team will work with the Chair to provide an agenda for meetings. The agenda will include any relevant item raised to the Chair or Manager by any member prior to the meeting.

## Resignation

A formal letter of resignation addressed to the Minister.

## Reference documents

- 26TEN Website: [www.26ten.tas.gov.au](http://www.26ten.tas.gov.au)
- [\*26TEN Tasmania: Tasmania's Strategy for adult literacy 2016-2025\*](#)
- [\*26TEN Tasmania Strategy Action Plan 2021-25\*](#):
- OECD Program of International Assessment of Adult Competencies ([PIAAC data, ABS](#))

# 26TEN Coalition – Current Structure

Area	Acting Chair (Malcolm Wells)
<b>Focus</b>	<ul style="list-style-type: none"> <li>• 26TEN brand</li> <li>• Culture change/awareness raising</li> <li>• Public face – media and publicity</li> <li>• 26TEN members and supporters programs</li> <li>• Communicating Clearly strategy</li> <li>• Coalition internal coordination including policy, strategic direction, meeting agenda</li> </ul>

**Members:** Each Coalition member will provide leadership in their sector to identify priorities and actions and encourage organisations to become members of 26TEN.

Area	Adult Learning and Trades	Local Government	Health	Agriculture
	<ul style="list-style-type: none"> <li>• Gail Eaton-Briggs</li> </ul>		<ul style="list-style-type: none"> <li>• Judith Watson</li> </ul>	<ul style="list-style-type: none"> <li>• Dick Warner</li> </ul>
<b>Focus</b>	<ul style="list-style-type: none"> <li>• Engage with VET and trade sectors</li> <li>• Raise awareness</li> <li>• Promote plain English</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with the Local Government sector and LGAT</li> <li>• Promote plain English</li> </ul>	<ul style="list-style-type: none"> <li>• Engage health sector and plan action</li> <li>• Raise awareness</li> <li>• Promote plain English</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with peak bodies in the sector</li> <li>• Raise awareness</li> <li>• Promote plain English</li> </ul>
Area	Education	State Government	Disability and Aged Care	Legal
	<ul style="list-style-type: none"> <li>• Malcolm Wells</li> </ul>		<ul style="list-style-type: none"> <li>• Allyson Warrington</li> </ul>	
<b>Focus</b>	<ul style="list-style-type: none"> <li>• Engage education sector and plan action</li> <li>• Raise awareness</li> <li>• Promote plain English</li> </ul>	<ul style="list-style-type: none"> <li>• Engage governments and plan action</li> <li>• Raise awareness</li> <li>• Promote plain English</li> </ul>	<ul style="list-style-type: none"> <li>• Engage governments and plan action</li> <li>• Raise awareness</li> <li>• Promote plain English</li> </ul>	<ul style="list-style-type: none"> <li>• Engage the legal sector and plan action</li> <li>• Raise awareness</li> <li>• Promote plain English</li> </ul>

**Two Ex Officio members provide guidance and support:**

- **Executive Director, Libraries Tasmania**
- **Director, Skills Tasmania**