**26TEN Coalition: Information for Applicants - August 2020**

1. **Introduction**

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

* Application process (Section 2, page 1)
* 26TEN Coalition Terms of Reference (Section 3, page 2)
* Expression of Interest application form (Section 4, page 8).

If, once you have examined this material and you choose to apply for membership of the 26TEN Coalition, you should complete the Expression of Interest form at the back of this pack and email it to Manager 26TEN, Ms Sue Costello at [sue.costello@education.tas.gov.au](mailto:sue.costello@education.tas.gov.au).

1. **Application process**
2. Applicants are required to lodge applications by 5:00 pm Friday, 21 August 2020. Applications are to be lodged with the Manager 26TEN as above.
3. The Manager will convene a selection panel of four people, including two representatives from the Department of Education (DoE), a current 26TEN Coalition member and an independent person, to consider the applications and make recommendations to the Minister for Education and Training.
4. Members of the Coalition are appointed by the Minister for Education and Training.
5. Applicants will be advised by mail and, subsequently, notice will be given to the community through a media release.
6. **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 for Education and Training on progressing government initiatives to improve adult literacy in Tasmania. The Coalition works to 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, and supports the use of plain English in Tasmania. It provides advice to both the Department of Education and the Minister for Education and Training 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 community 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 table at Attachment A, broadly summarises their roles.

The Coalition consists of 12 members, including a chair, convenor and nine members drawn from the business, local government and community sectors (see Attachment A), and one ex officio State Government member, the Executive Director Libraries Tasmania. 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.

Members are appointed for an initial period of two years and may be reappointed for a further term(s) of three years.

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.

**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 DoE 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 DoE
* 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.

**Role of the Convenor**

The Convenor of the 26TEN Coalition will:

* coordinate **internal** aspects of 26TEN, including policy, strategic direction, meeting agendas and papers
* lead the Communicating Clearly strategy
* support the 26TEN Network, eg 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 for Education and Training regarding government initiatives and community action to improve adult literacy.

**Communication**

The Coalition will communicate with the Minister for Education and Training and stakeholders, 26TEN members and potential members, and the Tasmanian community.

Administrative support will be provided by 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:
  + time, passion and influence in their sector
  + a good awareness of literacy and a commitment to the concept of lifelong learning
  + broad representation drawn from different industries, communities and stakeholder groups
  + 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 representative of Libraries Tasmania, it should be noted that 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 times per year and otherwise as required. The 26TEN team will work with the Convenor to provide an agenda for meetings, in consultation with the Chair. The agenda will include any relevant item raised to the Convenor or Manager by any member prior to the meeting.

**Resignation**

A formal letter of resignation addressed to the Minister for Education and Training is required.

**Reference documents**

26TEN Tasmania: Tasmania’s Plan for adult literacy 2016-2025: [26TEN Strategy](https://26ten.tas.gov.au/Pages/Strategy.aspx)

26TEN Tasmania Strategy Action Plan 2018-2020: [26ten.tas.gov.au/resources\_old/Documents/action-plan.html](https://26ten.tas.gov.au/resources_old/Documents/action-plan.html)

Tasmanian Adult Literacy Action Plan 2010-15: [Tasmanian-Adult-Literacy-Action-Plan](https://www.education.tas.gov.au/documentcentre/Documents/Tasmanian-Adult-Literacy-Action-Plan.pdf)

OECD Program of International Assessment of Adult Competencies (PIAAC) data, ABS: [PIAAC data](http://www.abs.gov.au/ausstats/abs@.nsf/Lookup/4228.0main+features992011-2012)

**Attachment A**

**26TEN Coalition - Structure**

|  |  |  |
| --- | --- | --- |
| **Area** | **Chair (external)** | **Convenor (internal)** |
| **Focus** | * 26TEN brand * Culture change/awareness raising * Public face – media and publicity | * 26TEN members and supporters programs * Communicating Clearly strategy * Coalition internal coordination including policy, strategic direction, meeting agenda |

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Area** | **Adult Literacy** | **Community** | **Legal** | **Health** | **Education** | **Government x 2 (State and Local)** | **Sectoral\*\* x 4** |
| **Focus** | * Provide expert knowledge of adult literacy * Support the adult literacy workforce | * Advocate for establishing 26TEN communities statewide * Raise awareness * Promote plain English | * Engage legal sector and plan action * Raise awareness * Promote plain English | * Engage health sector and plan action * Raise awareness * Promote plain English | * Engage education sector\* and plan action * Raise awareness * Promote plain English | * Engage governments and plan action * Raise awareness * Promote plain English | * Engage/reform nominated sector and plan action * Raise awareness * Promote plain English |

**Ex Officio –** ExecutiveDirector Libraries Tasmania

\*Early Childhood through to University and VET, including informal providers and private sector.

\*\*Members from the following sectors are particularly encouraged to apply: Indigenous, Aged Care, Agriculture or Primary Industries, Service industries such as hospitality, finance or renewable energy.

1. **26TEN Coalition of Interest Membership**

**Expression of Interest Form**

Please complete this form. **Attach your resume and any other relevant material in support of your interest.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal details** | | | | | | | | | | |
| Mrs | Ms | Mr | Dr | | Other |
| Given name(s) | | | | | |  | | | | |
| Family name | | | | | |  | | | | |
| Postal address | | | | | |  | | | | |
|  | | | | Post code |
| Phone number | | | | | | Work | ( ) | | Home | ( ) |
| Mobile |  | | | |
| Email | | | | | |  | | | | |
| Employer (if any) | | | | | |  | | | | |
| Postal address | | | | | |  | | | | |
|  | | | | Post code |
| What sector will you represent on the 26TEN Coalition? | | | | | | | | | | |
| A statement explaining your interest in applying for the role. | | | | | | | | | | |
| Please provide details of two referees who are able to comment on your skills and/or experience. | | | | | | | | | | |
| Name:  Position:  Organisation:  Phone Number : Email: | | | | | | | | | | |
| Name  Position  Organisation:  Phone Number: Email: | | | | | | | | | | |
| I understand that the information contained within this application and all supporting documents (ie; resume, recommendation letters, etc.) will be used by the 26TEN selection panel to evaluate my suitability for membership. I also certify, by my signature, that the information provided is true, accurate and complete to the best of my knowledge.  This information is collected in accordance with the obligations provided under the Personal Information Protection Act 2004. | | | | | | | | | | |
| Signature: | | | |  | | | | Date: | |  |
| The closing date for applications is **5 pm on Friday, 21 August 2020.** Applications can be emailed to: Ms Sue Costello, Manager 26TEN, at [email@26ten.tas.gov.au](mailto:email@26ten.tas.gov.au) | | | | | | | | | | |