**26TEN Coalition: Information for Applicants**

**Introduction**

This pack is for applicants interested in membership of the 26TEN Coalition. It contains:

* Application process (page 1)
* 26TEN Coalition Terms of Reference (page 2)
* Expression of Interest form for Coalition membership (page 8)

To apply for membership of the 26TEN Coalition:

* complete the Expression of Interest form at the back of this document
* send with your resume and any supporting material to:
Ms Sue Costello, Acting Manager, Literacy Services by:
	+ mail - LINC Tasmania, GPO Box 623, Hobart 7001
	+ or email - linctas.executivesupportteam@education.tas.gov.au.

**Application process**

1. Lodge your application by **5 pm, Friday 12 August 2016**.

2. The Manager, Literacy Services, will convene a selection panel of three people comprising two representatives from the Department of Education and a current Coalition member to consider the applications and make recommendations to the Minister for Education.

1. All members of the Coalition are appointed by the Minister for Education.

4. Decisions will be communicated to applicants by mail and subsequently to the community through a media release.

 **26TEN Coalition - Terms of Reference**

**Background**

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

The 26TEN Coalition, established by the Minister for Education in 2011, leads whole-of-community involvement in 26TEN. It provides advice to the Minister on the progress of Government initiatives to improve adult literacy and numeracy 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 numeracy and supports the use of plain English in Tasmania. It provides advice to the Department of Education on adult literacy and numeracy 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 and numeracy.

**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 diagram at Attachment A broadly summarises Coalition roles.

The Coalition consists of eleven members including a chair, convenor, and eight members drawn from the business, community and government sectors (see Attachment A), and one ex officio State Government member, the Director of LINC 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, adult literacy needs and support strategies.

Members are appointed for an initial period of two years and may be reappointed for further terms of two 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 Coalition chair will:

* be appointed through ministerial approval based on the recommendation by a selection panel including representatives from Department of Education and an existing Coalition Member
* be appointed for two years
* be a person not employed by the Department of Education
* have good communication skills
* have experience in operating in a board-like environment
* be committed to community participation and engagement.

**Role of the Convenor**

The Convenor of the Coalition will:

* coordinate **internal** aspects of 26TEN, including policy, strategic direction, meeting agendas and papers
* lead the 26TEN Tasmania strategy
* support the 26TEN Network, e.g. members and individual supporters.

**Role of members**

* promote the 26TEN brand
* publicly lead cultural change around literacy awareness
* have strong connections and ability to influence a specific industry, community or education sector to build ownership and membership of 26TEN
* support 26TEN aligned activities
* promote shared measurement frameworks and practices
* 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 and stakeholders, 26TEN members and potential members, and the Tasmanian community. Administrative support will be provided by LINC Tasmania.

**Selection of members**

If a Coalition position is becoming vacant, the Manager, Literacy Services, 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 have regard to the need for Coalition renewal and succession, and the following selection criteria:

* a good awareness of literacy and numeracy 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
		- 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 LINC Tasmania, it should be noted that members will be appointed as individuals.

**Code of Conduct**

Members are expected 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 and 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 Manager, Literacy Services and 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.

**Remuneration of members**

26TEN Coalition members are volunteers. While members receive no sitting fees, they are entitled to be paid travelling expenses to meetings. A claim for reimbursement of travelling expenses is provided at each meeting.

**Resignation**

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

**Reference documents**

**26TEN Strategy and Action Plan**

26TEN Tasmania: Tasmania’s strategy for adult literacy and numeracy 2016-2025 and Tasmanian Adult Literacy Action Plan 2010-15

[26ten.tas.gov.au/whats-happening/Pages/26TEN-Strategy.aspx](file://education.tas.gov.au/Home/Central/A/allison.mitchell/Offline%20Records%20%28EP%29/26TEN%20~%20AND%20MEETINGS%20-%20Boards%20-%20Establishment%284%29/26ten.tas.gov.au/whats-happening/Pages/26TEN-Strategy.aspx)

**Adult literacy and numeracy surveys**

2011-2012 Programme for the International Assessment of Adult Competencies (PIAAC)
[www.abs.gov.au/ausstats/abs@.nsf/Lookup/4228.0main+features992011-2012](http://www.abs.gov.au/ausstats/abs%40.nsf/Lookup/4228.0main%2Bfeatures992011-2012)

2006 Adult Literacy and Life Skills Survey, ABS
[www.abs.gov.au/AUSSTATS/abs@.nsf/Lookup/1307.6Feature+Article1Jun+2008#Literacy%20in%20Tasmania](http://www.abs.gov.au/AUSSTATS/abs%40.nsf/Lookup/1307.6Feature%2BArticle1Jun%2B2008#Literacy%20in%20Tasmania)

**Attachment A**

**26TEN Coalition – Structure at July 2016**

|  |  |  |
| --- | --- | --- |
| **Area** | **Chair (external)** | **Convenor (internal)** |
| **Member** | Daryl Quilliam  | Siobhan Gaskell |
| **Focus** | * Public Face – Media and publicity
* Local government
* Advocate for establishing 26TEN communities state wide
* Raise awareness with local government sector
* Promote plain English
 | * 26TEN brand
* Culture change/awareness raising
* 26TEN members and supporters programs
* Communicating clearly strategy
* Coalition internal coordination including policy, strategic direction, meeting chair and agenda
 |

**New Members:** Each 26TEN 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** | **Sector** | **Legal** | **Sector** | **Education** | **Government** | **Sector** | **Civil Construction**  | **Media**  |
| **Member** | Jo Crothers | Vacant | Tim Tierney | Mary Bent retiring 2016(Health) | Malcolm Wells | Mellissa Gray | Vacant | Tanya Dennison | Angela Ross |
| **Focus** | * Provide expert knowledge and advice of Adult literacy
* Workplace literacy
* 26TEN grants program
 | * Engage sector and plan action
* 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 state government sector and plan action
* Raise awareness
* Promote plain English
 | * Engage sector and plan action
* Raise awareness
* Promote plain English
 | * Engage civil construction/mining and plan action
* Raise awareness
* Promote plain English
 | * Engage media sector and plan action
* Raise awareness
* Promote plain English
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**Ex Officio –** ActingDirector, LINC Tasmania – Ross Latham

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

**Expression of Interest Form**

Please complete this form and include your resume and any other relevant material in your application.

|  |
| --- |
| Personal details |
| Mrs | Ms | Miss | Mr | Dr | Other |
| Given Name(s) |  |
| Family Name |  |
| Postal Address |  |
|  |  | Postcode |
| Phone Number | Work | ( ) | Home | ( ) |
|  | Mobile |  |
| Email |  |
| Employer (if any) |  |
| Postal Address |  |
|  |  | Post Code |  |
| Please summarise your skills and experience relevant to the selection criteria: (you may prefer to do this on a separate sheet) |
| Knowledge of adult literacy and commitment to lifelong learning |  |
| Experience and skills in and engagement with one or more of the following sectors:* Specific business or industry
* community
* education
* indigenous
* legal
 |  |
| Ability to represent the perspective of 26TEN’s vision and key objectives |  |
| A statement explaining your interest in applying for the role. |
| Please list any boards and committees that you serve on, or have served on (e.g. civic, community, government, professional, recreational, religious, social) |
| Organisation | Role/Title | Dates of service |
|  |  |  |
|  |  |  |
|  |  |  |
| Please provide details of two referees who are able to comment on your skills or experience in relation to the selection criteria |
| Name:Position:Organisation:Phone Number : Email: |
| NamePositionOrganisation:Phone Number: Email: |
| I understand that the information contained within this application and all supporting documents (i.e., 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. |
| Signature: |  | Date: |  |
| The closing date for applications is **5 pm on Friday 12 August 2016.**Send applications to Sue Costello, Acting Manager Literacy Services:* at LINC Tasmania, GPO Box 623, Hobart 7001
* or via email to linctas.executivesupportteam@education.tas.gov.au

Personal information is collected from you for the purpose of registering your interest for 26TEN Coalition membership. Your personal information will be used for the purpose for which it is collected and will be managed in accordance with the *Personal Information Protection Act 2004.* You can obtain a copy of the Department of Education’s Personal Information Protection Policy on <https://www.education.tas.gov.au/documentcentre/Documents/Personal-Information-Protection-and-Your-Right-to-Information-Policy.pdf> |