

POSITION DESCRIPTION

Position Title:	Assistant Training Facilitator Social, Community, Home Care and Disability Services Industry Award 2010 Level 4
Location:	South East Queensland
Employer:	Bravehearts
Terms:	Full/time, various
Reports to:	National Child Protection Training Manager



Our Vision

To make Australia the safest place in the world to raise a child.

Mission Statement

Our Mission is to prevent child sexual assault in our society.

Guiding Principles

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour and without compromise and to continually ensure that the best interests and protection of the child are placed before all other considerations.

Guiding Values

Our guiding values are to at all times do all things to serve our Mission with uncompromising integrity, respect, energy and empathy, ensuring fairness, justice and hope for all children and those who protect them.

PURPOSE OF POSITION:

The role of the *Assistant Training Facilitator* is to provide Bravehearts with development of online and face to face content and the provision of Workshop Facilitation, in relation to all workshops, nationally, and online.

The primary purpose of this role is to assist the Senior Training Facilitator and/ or Training Facilitators in the delivery of facilitated workshops and presentations for Bravehearts' clients nationally. The role will also assist in the development, administration and evaluation of facilitated workshops, presentations and online courses under the guidance of the National Child Protection Training Manager and the Senior Training Facilitator.

The target audience includes children, young people and adults. Services will be delivered on site for various organisations nationally. An ability and willingness to travel locally, interstate and occasional overseas is essential, as is the availability for overnight travel, after hours and weekend work within a planned training schedule.

Term of Appointment:

The term of appointment is full time, 6 months. Various conditions may apply as per contract.

Remuneration range:

Social, Community, Home Care and Disability Services Industry Award 2010 Level 4. Salary commensurate with qualifications & experience. Salary sacrifice and FBT concessions are available.

PRIMARY DUTIES AND RESPONSIBILITIES:

Reporting Relationships:

The Assistant Training Facilitator reports to the National Child Protection Training Manager.

CONTENT DEVELOPMENT:

- Assist to develop content for both online and face to face courses for a variety of clients and contexts related to child protection.

- Continually incorporate best practice learning principles into training delivery, ensuring quality training and assessment occur in accordance with the content to be presented.

TRAINING PROGRAM DELIVERY:

- Assist co-facilitators to deliver face to face training to Bravehearts clients in a variety of formats including but not limited to workshops, presentations, webinars, and conferences.
- Utilise a continuous quality improvement approach to continually incorporate best practice learning principles into training delivery, ensuring quality training and assessment occur in accordance with the content to be delivered.
- At all times, you must remain professional and represent Bravehearts', as an organisation, in the highest of esteem.

GENERAL RESPONSIBILITIES:

- Be accountable for managing expenses, including the responsible use of a company credit card.
- Participate in Bravehearts' bi annual Planning and Support Sessions (PASS) as required
- Work as part of a team to attain Bravehearts' vision and mission.
- Complete all relevant paperwork and documentation for each workshop conducted, in accordance with Braveheart's policies and procedures.
- Contribute to the coordination of travel and logistical planning to support the Training Coordinator and other team members.
- Contribute to development and preparation of other management reports such as monthly board reports as required.
- Attendance at conferences/meetings/Bravehearts' functions as required.
- Other tasks as required of operational demands.
- Participate in self-care activities.

Personal Specifications:

Qualifications/Experience:

- TAE40110 Certificate IV in Training and Assessment is desirable.
- Understanding of the child protection sector with a focus on trauma being desirable.
- Qualifications in Psychology/Counselling/Social Work/Education/ Youth work and membership with the appropriate governing body, or a willingness to work towards this, are desirable.
- Entry level experience of facilitating/delivering both online and face to face training/workshops to clients.
- Understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices is preferable.
- Excellent presentation, verbal and written skills, including the ability to deal with enquiries and complaints in a professional and confidential manner.
- High calibre organisational and planning skills, including the ability to prepare timetables and prioritising to meet deadlines, in line with workshop and role requirements.
- Must have or be willing to apply for a CCYP Working with Children Check (Blue Card) and a National Police Certificate.
- Candidates must possess a current drivers licence and willingness to travel (regular overnight trips and, flights and road travel will be a requirement of this role).

Personal Qualities:

- The appointee needs to possess personal qualities of integrity, sound judgement, empathy, and respect for all individuals.
- A passion for child protection.
- Exceptional communication and interpersonal skills are essential for this role.

- The capacity to work enthusiastically within the parameters of the Bravehearts mission and philosophy and to its vision for an optimum contribution to the lives of children and young people who have experienced sexual assault, their non-offending family members and primary caregivers.
- Principles of social justice will underpin the appointee's practice.

Skills and Abilities:

- An awareness of and ability to rapidly acquire knowledge of the effects of child sexual assault on the individual, family, interpersonal, and at a societal level.
- Excellent written and verbal communication.
- Ability to conduct thorough academic research to translate to meaningful learning materials for a variety of audiences.
- Ability to skilfully liaise with both internal and external key stakeholders.
- Ability to work well and thrive within a team environment.
- Exceptional organisational skills.
- Strong working knowledge of Microsoft office suite and keyboard skills.
- Ability to rapidly acquire understanding of new software packages such as online training software.

I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I have read, agree and understand my position description. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____