

POSITION DESCRIPTION

Position Title:	Training Facilitator
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 and exploitation 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 purpose of the Training Facilitator position is to provide Bravehearts with the development of tailored online, webinar and face to face content and the provision of workshop facilitation and presentations to a diverse range of clients including high school children and professional adults working with children and youth.

Face-to-face training will be provided at customer sites, which are located throughout Australia and on occasion internationally, therefore an ability to travel is essential.

Term of Appointment:

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

PRIMARY DUTIES AND RESPONSIBILITIES:

Reporting Relationships:

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

Content Development:

- Collaborate with the e-learning Designer in the development of online learning content.
- Develop webinar and face to face presentations or workshops for a variety of clients and contexts related to child protection.
- Develop additional learning material collateral.
- Continually incorporate best practice learning principles into content development, ensuring quality training and assessment occur in accordance with the content to be presented.

Training Program Delivery:

- Deliver face to face training to Bravehearts clients in a variety of formats including but not limited to workshops, webinars, conferences to a variety of audiences including children, young people and adults.
- Continually incorporate best practice learning principles into training delivery, ensuring quality training and assessment occur in accordance with the content to be presented.
- Actively promote equal access and in particular, invite participants at the commencement of each workshop to register any special requirements they may have, especially in relation to physical impairments, learning disabilities or English language difficulties.

- Ensure training is delivered in a safe manner at all times, including operating equipment safely and in accordance with the operating instructions.
- Report any health or safety hazards (including faulty equipment) immediately to the National Child Protection Training Manager. Report also, any accidents, injuries or dangerous incidents immediately to the Manager.

General:

- Manage client relationships regarding potential and current clients including client meetings, development of proposals, scoping needs and following leads.
- Attendance at conferences/meetings/Bravehearts' functions as required.
- Be accountable for managing expenses, including the responsible use of a company credit card.
- Participate in Bravehearts' biannual Planning and Support Sessions (PASS).
- 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 development and preparation of other management reports such as monthly board reports as required.
- Other tasks as required of operational demands.
- Participate in self-care activities.

Personal Specifications:

Qualifications/Experience:

- Qualifications in Psychology/Counselling/Social Work.
- TAE40110 Certificate IV in Training and Assessment is highly desirable.
- 5 plus years' experience in facilitating face to face training to children, young people and adults including via video conferencing.
- Demonstrated ability to translate theoretical concepts into engaging learning experiences, particularly for online learning.
- Excellent workshop facilitation, training presentation, verbal and written skills.
- High calibre organisational and planning skills, including the ability to prepare timetables and prioritising to meet deadlines, in line with workshop and role requirements.
- Experience and understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices is preferable.
- 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 work flexibly to meet client requirements such as evening deliveries and travel (regular interstate, overnight trips involving 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.
- Exceptional communication and interpersonal skills are essential for this role.
- Principles of social justice will underpin the appointee's practice.
- A personal commitment to professional resilience is essential for this role.

Skills and Abilities:

- A sound understanding 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 through academic research and translate to meaningful learning materials for a variety of audiences.
- Ability to liaise with both internal and external key stakeholders.
- Ability to work well and thrive within a team environment.
- Exceptional organisational skills.
- Sound working knowledge of Microsoft office suite and keyboard skills.
- Knowledge of 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 will immediately inform my manager of any charges of child sexual assault or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual assault, or violence towards person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____