

POSITION DESCRIPTION

Position Title:	Assistant Training Facilitator Social, Community, Home Care and Disability Services Industry Award 2010 Level 3
Location:	South East Queensland/Melbourne
Employer:	Bravehearts
Terms:	Based on the terms of the Employment agreement.
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 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, nationally, and online.

The primary purpose of this role is to assist the Training Facilitators in the delivery of facilitated workshops and presentations for Bravehearts' clients nationally. There will be a focus on Project You for high school students. The role will also assist in the development, administration, and evaluation of facilitated workshops, presentations, virtual classrooms, and online courses under the guidance of the National Child Protection Training Manager and the Training Facilitators.

An ability and willingness to travel locally and interstate is essential, as is the availability for overnight travel, after hours and weekend work within a planned training schedule.

PRIMARY DUTIES AND RESPONSIBILITIES:

Content Development:

- Assist to develop content of Project You for a variety of clients and contexts related to child protection.
- Under the supervision of the National Child Protection Training Manager and Training Facilitators, 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, 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.

- Actively promote equal access and, 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 always delivered in a safe manner, including operating equipment safely and in accordance with the operating instructions.
- At all times positively contribute to a culture of child safety including the reporting of any child safety concerns in accordance with Bravehearts policy.
- 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.
- Travel locally and interstate during and outside of hours as required.
- At all times, remain professional and represent Bravehearts', as an organisation, in the highest of esteem.

General Responsibilities:

- 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 National Training Operations 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:

- Experience in youth work is highly 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.
- Excellent presentation, verbal and written skills, including the ability to deal with enquiries and complaints in a professional and confidential manner.
- Strong organisational and planning skills, including the ability to follow 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 driver's licence and willingness to 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.
- 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 academic research to translate to meaningful learning materials for a variety of audiences.
- Ability to travel autonomously including the ability to efficiently resolve intermittent challenges related to travel and itinerary logistics e.g. bookings, vehicle hire, transportation and accommodation.
- Ability to 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 (e.g. Zoom).

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 a 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: _____