

## Position Description

<b>Position Title:</b>	Training Facilitator
<b>Location:</b>	Southeast Queensland
<b>Employer:</b>	Bravehearts
<b>Reports to:</b>	Commercial Director

### Our Vision

A world where people, communities and systems all work together to protect children from sexual abuse.

### Our Mission

To provide a coordinated and holistic approach to the prevention and treatment of child sexual abuse.

### Our Values

**Integrity:** We act with integrity, demonstrate accountability, honesty, and at all times, behave ethically.

**Respect:** We behave and communicate with inclusivity, mindfulness, and professionalism whilst continually embracing diversity.

**Energy:** We unreservedly apply ourselves using all efforts, power and abilities towards protecting children from child sexual abuse.

**Empathy:** We acknowledge the bravery of survivors and those that support them. Without fear or favour, we seek to ensure that children have a childhood free from sexual harm.

**Bravery:** We seek to genuinely understand other people's experiences, culture and perspectives. In turn, we support individuals and communities in a manner that is meaningful to them.

### Position Purpose

The purpose of the Training Facilitator position is to provide 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 client sites, which are located throughout Australia and on occasion internationally, therefore an ability to travel is essential.

### Primary Duties & Responsibilities

The role will have responsibility in the following areas;

- Deliver face to face child protective behaviour 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 always delivered in a safe manner, including operating equipment safely and in accordance with the operating instructions.
- Develop webinar and face to face presentations or workshops for a variety of clients and contexts related to child protection.
- Complete all relevant paperwork and documentation for each workshop conducted, in accordance with Braveheart's policies and procedures.

### Other:

- Attendance at conferences/meetings/Bravehearts' functions as required.
- Be accountable for managing expenses, including the responsible use of a company credit card.

## Personal Specifications

### Qualifications/Experience:

- A degree or diploma qualification in Education or Human Services would be desirable.
- TAE40110 Certificate IV in Training and Assessment is highly desirable.
- Demonstrated experience in working/educating young people and adults.
- Some ability to translate theoretical concepts into engaging learning experiences.
- 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.

### 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 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: \_\_\_\_\_