

Position Description

Sessional Facilitator/Trainer

Job Title	Sessional Facilitator / Trainer x4		
Reports to:	Prevention Practice Development Advisor		
Business Unit	Prevention, Advocacy and Social Change Portfolio	Team	Sector Development Team and Workforce Development Team
Contract Type	Casual		
	Safe and Equal Level 6.3 (As per Safe and Equal Inc Enterprise Agreement 2024-2026)		
	Hourly rate: \$73.29 per hour (includes 25% casual loading)		
	Salary sacrificing arrangements are offered within Australian Taxation Office guidelines		
	Office Location: Virtual, remote, hybrid and in person as required		
Primary Purpose of this Position			
<p>As the peak body for Victorian organisations specialising in family and gender-based violence across the continuum, we drive the continued development of an innovative and leading family violence sector. In our prevention teams, we deliver a range of workforce development offerings, including communities of practice, trainings and workshops (virtual, hybrid and face-to-face).</p> <p>We are looking to expand our team of casual facilitators and trainers, who are essential in the delivery of our workforce development programs. Whether your strengths are in training, facilitating or both, this role would work closely with other sessional staff and the prevention teams to deliver different activities to the prevention workforce across Victoria.</p> <p>If your skillset thrives in bringing the workforce together over shared challenges and opportunities, then your work in our team would be facilitating or co-facilitate the delivery of a primary prevention Community of Practice (CoPs). A key part of our role is to support and develop the primary prevention workforce in Victoria, bringing people together, developing their capabilities, and advocating for and with them. Our primary prevention CoPs are a proven and effective mechanism for facilitating collaboration among those engaged in violence prevention work, providing a platform to explore challenges and enhance skills through peer learning and expert facilitation. They also provide critical infrastructure for supporting workforce wellbeing and career development. You can read more about our CoP model in our Learning Together resource <a href="#">here</a>.</p> <p>Our other workforce development offerings, including fee for service and calendar trainings. Your work as a Trainer would be to deliver these trainings, in line with our quality standards, bringing your own</p>			

facilitation expertise. You may also contribute to the design and development of training packages and workforce offerings as required.

The Primary Prevention Sessional team are highly valued and have meaningful connection points with the Primary Prevention Teams and Portfolios across the organisation. A significant part of this role requires an autonomous and proactive approach to delivery practice or reviewing work. Both facilitators and trainers are responsible for high quality delivery, in addition to supporting evaluation processes and developing supportive co-facilitation working relationships.

These positions capture a range of skills and experiences including facilitation of reflective practice, in particular through our Communities of Practice, training design, delivery and review. The responsibilities of the sessional facilitators and trainers recruited will be shaped by their skills and expertise as a facilitator/trainer and ability to contribute to the portfolio of sector development offerings.

## Scope

Direct Reports	Indirect Reports
Nil	Nil

## Key Relationships

All employees have responsibility for effectively managing relationships and working in a way that supports our culture, and role models our organisational values.

Internal	External
Prevention, Advocacy and Social Change Culture, Operations and Engagement	Community of practice and training participants

## Key Responsibilities

*Breakdown of responsibilities may vary depending on candidates' area of focus and skill set.*

**% of job**

<b>Facilitation</b> <ul style="list-style-type: none"> <li>Facilitate/co-facilitate communities of practice, workshops and/or learning forums that focus on primary prevention</li> <li>Bring our CoP model to life, by creating open, respectful, reflective and positive learning spaces for practitioners from a wide range of backgrounds and organisations across Victoria, either as a sole facilitator or in a co-facilitation role</li> <li>Participate in data collection and impact reporting of the activities which you lead</li> <li>Proactive preparation as required for facilitation sessions</li> </ul>	35%
<b>Training Delivery</b>	35%

<ul style="list-style-type: none"> <li>• Lead the delivery of training packages by creating a respectful and positive learning space, informed by adult learning principles and organisational values</li> <li>• Lead the delivery of training for participants from a wide range of backgrounds and organisations across Victoria, either as a sole trainer or in a co-facilitation role</li> <li>• Proactive preparation as required for training and/or facilitation sessions</li> </ul>	
<b>Team engagement</b> <ul style="list-style-type: none"> <li>• Contribute to sessional team culture and practices</li> <li>• Connect with team members and co-facilitators with care, respect and growth mindset</li> <li>• Engage in and prioritise support practices and tools, such as co-facilitation preparation, debriefing and evaluation surveys and feedback</li> <li>• Demonstrate clear and proactive communication with key staff and co-facilitators to support risk identification and suitable responses in learning spaces</li> <li>• Adhere to organisational policies and procedures to maintain safe and respectful training spaces</li> </ul>	20%
<b>Sector and workforce development product design and review</b> <ul style="list-style-type: none"> <li>• As required, design, develop, contribute to or review high quality materials or programs relating to primary prevention of family and gender violence for a range of audiences to support delivery of training and other sector development activities.</li> </ul>	10%
<b>The way we work at Safe and Equal</b> <p>All employees at Safe and Equal are expected to work in a way that supports the organisational values:</p> <ul style="list-style-type: none"> <li>• Accountability and Integrity</li> <li>• Equality and Justice</li> <li>• Compassion and Humility</li> <li>• Expertise and Collaboration</li> <li>• Boldness and Courage</li> <li>• Curiosity and Reflection</li> </ul> <p><b>Diversity and Inclusion</b></p> <p>Safe and Equal is the peak body for Victorian organisations that specialise in family and gender-based violence across the continuum, including primary prevention, early intervention, response and recovery. Our vision is a world where everyone is safe, respected and thriving, living free from family and gender-based violence.</p>	

We apply an intersectional feminist lens in our work to address family and gender-based violence and their intersections with other forms of violence, oppression and disadvantage.

At Safe and Equal, we are committed to creating a diverse and inclusive organisation. We strongly encourage people from diverse backgrounds to apply to work with us, including Aboriginal and Torres Strait Islander people, people of colour and people from migrant and refugee communities, people of any age or gender, lesbian, gay, bisexual, trans and gender diverse, intersex and/or queer (LGBTIQA+) people, people with lived experience of family violence, and people with disability. We also consider applicants regardless of contact with the justice system and experiences of criminalisation, consistent with our legal requirement. If you have any support or access considerations that requires accommodation, we encourage you to let us know.

We are an Equal Opportunity and affirmative action organisation/employer and do not tolerate any form of discrimination or harassment.

We are aware that employees have different needs and responsibilities and recognise the importance of work and home life balance and prioritise flexible work practices.

If you are interested in the role but feel you may not meet the full range of selection criteria, we encourage you to contact us to discuss your experience and application for this position. At Safe and Equal we celebrate and support difference and know that one size doesn't fit all – we endeavour to be flexible, meet your needs, and support you at every stage of your contact with us.

## Expectations of Staff

### Strategic alignment

Proactively work in a way that directly supports Safe and Equal's strategic objectives.

### Workplace Health and Safety (WH&S)

Proactively work in a safe manner, adhering to all WH&S requirements and adding to a culture that is safe and inclusive by reporting all hazards, near misses and incidents through the organisations WH&S process

### Manage risk

Actively manage risks by working within the organisation's governance framework and complying with organisational policies, procedures and escalating when required.

## The knowledge, skills, experience, qualifications and clearances required for this role are:

### Essential

We are looking for someone who is passionate about engaging with people and process - a skilled facilitator and/or trainer with deep knowledge and interest in workforce development. A collaborator who is able to hold meaningful conversations with a variety of audiences.

	<p>The ideal candidate would have:</p> <ul style="list-style-type: none"> <li>• Ability to create a clear structure, consistent meeting practice, and a safe learning environment where practitioners can have robust and vulnerable conversations about their work in primary prevention.</li> <li>• Ability to translate research and policy-based information into easy-to-understand language, using evidence-based feminist frameworks on the primary prevention of family and gendered violence</li> <li>• Be able to draw community members into a conversation, and frame questions in a way that demonstrates your willingness to listen, probe, ask, and clarify.</li> <li>• Work collegially with team members and other internal stakeholders to ensure effective delivery and facilitation</li> <li>• Sound understanding of adult learning principles</li> <li>• Knowledge and experience in the development, delivery and evaluation of training and/or community education</li> <li>• Experience in delivering training and workshops virtually and in person</li> <li>• Sound computer skills and competent in use of the suite of Microsoft Office programs and Zoom. Ability to work within our internal systems such as Canvas and Survey Monkey</li> <li>• Strong interpersonal skills</li> <li>• Effective time management and organisational skills</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Sound understanding of the evidence base around violence prevention in education settings/ respectful relationships education</li> <li>• Certificate IV in Training and Assessment (TAE 40116)</li> <li>• Tertiary qualification in social work, community development, or public health and/or vocational education and training (or equivalent experience)</li> <li>• Experience and knowledge in project management</li> </ul>
<b>Police Check</b>	<p>A national police record check is required as part of the recruitment process. If you feel this could create a barrier for you, please contact us to discuss. A reported result on a police check will not necessarily prevent you being successful in this role. Results on a police check can be discussed and an assessment completed by Safe and Equal.</p>