

Position Description

Sessional Trainer / Facilitator

Job Title	Sessional Trainer / Facilitator		
Reports to:	Prevention Workforce Development and Training Advisor		
Business Unit	Primary Prevention Unit	Team	Practice and Workforce Development
Contract Type	Casual		
Classification Level/ Award:	DV Vic level 6.1, as per DV Vic Enterprise Agreement 2017		
Remuneration	Hourly rate: \$51.18, with 25% casual loading Pay rate negotiable based on experience		
Primary Purpose of this Position			
<p>Safe and Equal provide a high-quality program of non-accredited training to meet workforce development needs from prevention to response. Safe and Equal is a Registered Training Organisation (RTO) and delivers a range of workforce development offerings, specifically training, workshops and communities of practice.</p> <p>The purpose of this role is to lead or support the delivery of key training packages and workforce development offerings, as part of calendar offerings and fee for service requests. The Primary Prevention Sessional Team are highly valued and have meaningful connection points with the Primary Prevention Unit and Units across the organisation. A significant part of this role requires an autonomous and proactive approach to delivery or review work.</p> <p>Trainers and facilitators are responsible for high quality delivery of all of Safe and Equal's training packages and associated offerings, in addition to supporting training evaluation processes. This includes being part of a rostered training calendar and also supporting design and development of training as required.</p> <p>This position description captures a range of skills and experience from training design, development, delivery and review to facilitation. The role and responsibilities of the sessional trainers and facilitators recruited will be shaped by their skills and expertise in one or more of these areas.</p>			
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 Quality, Operations and Governance Unit Primary Prevention Unit	External Training and Community of Practice participants
Key Responsibilities	% of job – Dependent on demand and sessional experience and interest
Training delivery	
<ul style="list-style-type: none"> Engage in respectful, positive and strategic communication with key stakeholders as relevant to the delivery of training Deliver training for participants from a wide range of backgrounds and organisations across Victoria, either as a sole trainer or in a co-facilitation role Preparation as required for training and/or facilitation sessions 	Training delivery 50%~
Training design and review	
<ul style="list-style-type: none"> As required, design and develop or review high quality training and materials relating to primary prevention of family and gender violence for a range of audiences to support delivery of workforce development activities, alongside the delivery of fee for service offerings with workplaces 	Training design and review 30%~
Facilitation	
<ul style="list-style-type: none"> Facilitate communities of practice, workshops and or learning forums that are part of the broader Prevention team activities 	Facilitation 20%~
Organisational Context	
The way we work at Safe and Equal All employees at Safe and Equal are expected to work in a way that supports the organisational values: <ul style="list-style-type: none"> We are accountable, act ethically and have integrity. We are independent, expert and trusted. We are curious and courageous, we learn, and from this we create opportunities. We work with care, kindness and compassion. We create our own future. 	

- We strive for gender equity and a socially just world.

Diversity and Inclusion

Safe and Equal recognises the value and expertise of people from diverse communities and acknowledges the importance of centring the voice of lived experience. We strongly encourage applicants who are Aboriginal and Torres Strait Islander, culturally, religiously and linguistically diverse, young people, older people, women, people who have experienced family violence, and people who identify as gay, lesbian, bisexual, transgender and gender diverse, intersex, queer or asexual.

We provide flexible work arrangements, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

Strategic alignment

Pro-actively work in a way that directly supports Safe and Equal 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 governance framework and complying with organisational policies, procedures and escalating when required.

Organisational Expectations and Team culture

Work collegially with team members and other stakeholders to ensure effective training delivery

Work as part of a team to deliver the training roster/scheduled allocations, to meet the training program's deliverables and fee for service requests

Work within and contribute to a culture based on an intersectional feminist framework, as set out in the Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors, that recognises all family and gender-based violence has its roots in patriarchal and structural inequalities

Adhere to Safe and Equal's values in all activities and when representing the organisation

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

Essential

- Tertiary qualification in social work, community development, human services or welfare and/or vocational education and training (or equivalent experience)
- Sound understanding of adult learning principles
- Sound understanding of evidence-based feminist framework that addresses all violence against women (including family violence) as a gendered issue
- Work collegially with team members and other internal stakeholders to ensure effective training delivery

	<ul style="list-style-type: none"> • Knowledge and experience in the development, delivery and evaluation of training and/or community education • Experience in delivering virtual/online training and associated platforms • Sound computer skills and competent in use of the suite of Microsoft Office programs • Strong interpersonal skills • Public speaking skills • Effective time management and organisational skills • High level written and verbal communication skills
Desirable	<ul style="list-style-type: none"> • Certificate IV in Training and Assessment (TAE 40116) [or ability to undertake during employment, as determined by organisational operational requirements] • Experience and knowledge in project management
Police Check	<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>
Vaccination	<p>Safe and Equal is a prescribed workforce under the worker vaccination Pandemic Orders. All staff at Safe and Equal must be fully vaccinated to conduct work onsite unless medically exempt. Safe and Equal are required to collect, record and hold employee proof of vaccination information, or proof of a medical exemption.</p>