

Position Description

Casual/Sessional Trainer

Job Title	Casual/Sessional Trainer	
Reports to:	Manager, Training Operations and Strategy	
Business Unit	Sector Development	Team Training
Contract Type	<p>Casual/Sessional</p> <p>Safe and Equal Level 6.3 (As per Safe and Equal Inc Enterprise Agreement 2024 - 2026)</p> <p>Hourly rate: \$ 73.29 per hour (includes 25% casual loading)</p> <p>Salary sacrificing arrangements are offered within Australian Taxation Office guidelines</p> <p>Office Location: Carlton</p>	
Primary Purpose of this Position		
<p>Safe and Equal is a Registered Training Organisation (RTO) and provides training for domestic/family violence units of competency from the Community Services Training package as well as a suite of non-accredited training to meet workforce development needs from prevention to response.</p> <p>Trainers in the Sector Development Unit are responsible for high quality delivery of family violence response training packages.</p>		
Scope		
Direct Reports	Indirect Reports	
N/A	N/A	
Key Relationships		
<p>All employees have responsibility for effectively managing relationships and working in a way that supports our culture and role models our organisational values.</p>		
Internal	External	
<p>Sector Development</p> <p>Operations, Quality and Governance</p>	<p>Training Participants</p>	

Key Responsibilities	% of job
<p>Training delivery</p> <ul style="list-style-type: none"> • Prepare & deliver high-quality engaging training sessions to a diverse group of participants from a wide range of backgrounds and organisations, both online and face-to-face • Participate in training review and evaluation processes as required • Provide feedback to learners and stakeholders on their progress and achievements • Collaborate with team members to ensure successful delivery of training programs that align with organisational values 	80%
<p>Stakeholder management</p> <ul style="list-style-type: none"> • Engage in respectful, positive and strategic communication with key stakeholders as relevant to the delivery of training 	5%
<p>Risk and Compliance</p> <ul style="list-style-type: none"> • Proactively work in a safe manner, adhering to all OH&S requirements by complying with Safe and Equal policies and procedures and adding to a culture that is safe and inclusive by managing and reporting on OH&S risks • As applicable, undertake professional development activities to maintain compliance with the Australian Quality Training Framework (AQTF) • As applicable, comply with Safe and Equal policies and procedures to meet the requirements of the Australian Quality Training Framework (AQTF) and the VRQA Guidelines 	15%
<p>Assessment (TAE trainers only)</p> <p>As applicable, comply with Safe and Equal policies and procedures to meet the requirements of the Australian Quality Training Framework (AQTF) and the VRQA Guidelines to carry out the assessment as outlined in the Training Assessment Strategy (TAS) for each unit of competency</p>	15% for VET delivery and assessment

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:

- 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 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.

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 require 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:

<p>Essential</p>	<ul style="list-style-type: none"> • 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 and demonstrated ability to effectively apply them • Experience in delivering virtual/online training by utilising digital material and associated platforms • Demonstrates enthusiasm for lifelong learning, self – improvement and a commitment to professional development • Strong organisational skills - well organised and prepared for delivery • Highly developed written and verbal communication skills • Displays flexibility and adapts to working in different situations • Capacity to work collaboratively, with the aptitude to work autonomously and be self- directed • Ability to teach, motivate others and encourage engagement in a learning space • Practices active listening with colleagues and learners
<p>Desirable</p>	<ul style="list-style-type: none"> • Previous experience in working within a training environment or RTO • Knowledge of key primary prevention and response frameworks and standards • Family violence service delivery experience/expertise • Certificate IV in Training and Assessment (TAE40116)

Assessment – applicable to TAE trainers	<ul style="list-style-type: none">• Able to apply a thorough understanding of the unit standard requirements• Knowledge of AQTF requirements through experience in or with a Registered Training Organisation
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>