

## Position Description

<b>Title</b>	Training Officer
<b>Employment Type</b>	Full time or part time (minimum 0.8 FTE) fixed term 12 months
<b>Reports to</b>	Manager Training
<b>Work Location</b>	Geelong
<b>Date of review</b>	June 2022

### About The Sexual Assault & Family Violence Centre (The SAFV Centre)

Operating across the Barwon, West Melbourne and Wimmera areas of Victoria, The SAFV Centre offers a full suite of services for people impacted by sexual assault and women and children impacted by family violence. Our services include:

- 24-hour crisis care for victims of recent sexual assault and family violence, including advocacy and access to medical care and justice services;
- Intensive case management and court support for women and children who have or are experiencing family violence;
- therapeutic counselling and group programs for women and children who have experienced family violence; and adults, young people and children who have experienced sexual assault (including support for non-offending family members and friends);
- access to high security crisis accommodation for women and their children assessed as being at high risk of further harm; and
- early intervention services for children and young people under the age of 17 years who have engaged in problematic or abusive sexualised behaviours, and young people engaging in family violence behaviours.

Our organisation also delivers professional training and community awareness activities and we participate in a range of prevention activities to promote gender equality and negate violence supportive attitudes and cultures.

Our services are informed by feminist philosophy and we provide empowering, respectful and inclusive services. Our organisation's practice approach is shaped by contemporary research and evidence that highlights what is most effective when working with people who have been impacted by the trauma of sexual assault and family violence.

Our services also exist within the broader context of the Barwon Multi-Disciplinary Centre (MDC), a highly successful model of co-location between our organisation, Victoria Police Sexual Offences and Child Abuse Investigation Team (SOCIT) and the Family Violence Police Unit and staff from the Department of Health and Human Services Child Protection practitioners. In this specialised model, partner organisations work together to support adult and child victims from first disclosure of sexual assault or family violence to investigation and criminal prosecution. As a key partner, our organisation provides a highly specialised response for people who are impacted by the trauma of sexual assault and family violence within an integrated and seamless environment.

In addition, our organisation is a partner in The Orange Door (otherwise known as Support and Safety Hub). The Orange Door includes a mix of staff employed by Family Safety Victoria and staff from Community Support Organisations in the Barwon area, including The SAFV Centre. By bringing together different workforces and practices, The Orange Door provides an integrated team and consolidated access point for:

- women, children, young people and families experiencing family violence;
- perpetrators of family violence; and
- families in need of support with the care, development and well-being of children.

## **Role Purpose and Accountability**

### **Purpose**

This position is primarily responsible to deliver and contribute to continuous improvement of professional training services of The SAFV Centre. You will be part of the training team to design new and tailor existing training modules to meet client needs. Our training services are designed to support the prevention of violence against women and family violence, to recognise and respond to disclosures of sexual assault and family violence and strengthen workforce capability.

**Accountabilities:** *role accountabilities include, but are not limited to;*

### **Development, delivery and continuous improvement of training programs**

- Deliver training to participants both as a sole trainer and lead co-trainer online and in-person environments.
- Consult with staff to contribute to the design, development and delivery of training modules.
- Develop and review The SAFV Centre training materials and resources to ensure consistency, currency and alignment with best practice.
- Identify opportunities for development and delivery of new and existing training modules
- Apply innovative and critical thinking in creating opportunities for education and capacity building services, such as learning resources, tools, method of training delivery
- Collect and review training participant feedback to identify emerging trends and support continuous improvement in design and delivery of our training services.

### **Program administration, systems and data**

- Undertake all pre and post training administration tasks for each training session.
- Contribute to the recording of our training data to track progress in meeting training deadlines and identify emerging trends
- Ensure training participant resources are prepared, including the regular review and update of relevant material.
- Create content for communication of our training services in collaboration with our Communications team.
- Contribute to the maintenance of a database of stakeholders and organisations for the dissemination of training information.
- Contribute to the review and improvement of training design and delivery and the systems and processes supporting effective training delivery.

### **Organisational Responsibilities**

- Participate in staff and program meetings, supervision, performance reviews and professional development.
- Participate in continuous quality improvement and development of best practice.
- Comply with relevant social and legal policy, as required
- Participate in other activities and meetings relevant to The Sexual Assault & Family Violence Centre.

- Ensure work practices are ethical and comply with The SAFV Centre Policy and Procedure and the code of the professional association of which the employee may be a member.

### **Key Selection Criteria**

Your application must address the following:

#### **Essential Qualifications and Experience**

- Bachelor's degree or higher, or equivalent experience in business development, social science, adult education, health promotion or a related field.
  - Minimum two years relevant experience post qualification.
  - Certificate IV in Training and Assessment.

#### **Essential Skills and Knowledge**

- Highly developed presentation, communication and interpersonal skills in representing the organisation and as suited to the audience, including the ability to undertake public speaking, deliver training and co-facilitation in a range of settings.
- Extensive experience in designing, developing and delivering professional training programs and community education programs, online and in-person environments.
- Excellent administration skills including writing skills and demonstrated ability to develop or coordinate content material, maintain data bases, conduct evaluations and provide professional reports.
- An understanding or awareness of sexual assault and family violence and the gendered drivers of violence against women and children. With the ability to communicate, liaise and negotiate with other relevant professionals in this regard.
- Demonstrated ability to be flexible, adaptable, responsive and organised. With the ability to prioritise and be solution focussed as associated with own work and assume responsibility for relevant projects and deliverables.
- Ability to develop and maintain respectful relationships, appreciate diversity, respond calmly and articulate a sound and informed position.
- Demonstrated ability to work autonomously, engage harmoniously and co-operatively with peers and understand accountability to the organisation.
- Demonstrated commitment to a learning culture, continuous quality improvement and an ability to be flexible in a changing environment.

#### **Other**

- Commitment to the vision, values and purposes of The SAFV Centre.
- Commitment to continuous quality improvement and cultural equity in service delivery.
- Current Victorian Driver's Licence.

#### **Referees**

Applicants must provide the name and current contact details of two to three professional referees including the most recent or current supervisor.

### **Period of Appointment**

This position is fixed term for 12 months and maybe extended beyond this period depending on funding.

### **Hours of Work**

- The position is full time or part time, 30.4 to 38 hours per week.
- Location of the position is at the Geelong office or (outreach)
- Hours will usually be worked during business hours of 9.00 am to 5.06 pm. between Monday to Friday;
- The days are based on the needs of the service;
- Flexibility in working hours will be required from time to time as the need arises.

### **Salary and Conditions**

Annual salary will be paid in accordance with the current industrial instrument, The Sexual Assault & Family Violence Centre Enterprise Agreement 2018, and classified as a Business Services Administration and Support Services Employee Level 3. Annual salary is \$79,000.48 plus superannuation (pro rata for part time).

Salary Packaging: Provided via Maxxia. PBI status with other expenses available to package above this cap. The Sexual Assault & Family Violence Centre is a Public Benevolent Institution.

Superannuation: The employer will also make superannuation payments on your behalf in accordance with the Superannuation Guarantee (Administration) Act 1992.

Probationary Period - 6 months with a review conducted during this time.

### **Employee Responsibility – mandatory prior to commencement (employee expense)**

- Valid Working with Children Check.
- National Police Records Check– renewed every 3 years of employment at employee expense.

The SAFV Centre complies with the CHO directions which requires all employees to be fully vaccinated against COVID-19, unless they are an Excepted Person as defined by the COVID-19 Mandatory Vaccination (Workers) Directions. All applicants must therefore be able to comply with this requirement.

### **Other**

This position description is subject to review and may change in accordance with the needs of our organisation; including our operations, our clients and our stakeholders.

I, \_\_\_\_\_, have read and understood this position description and agree to the requirements of this role as set out by The Sexual Assault and Family Violence Centre.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_