

Position Description

Title	Training Officer
Employment Type	Part Time 0.4-1.0 FTE
Reports to	Manager Training
Work Location	Geelong
Date of review	September 2024

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

The SAFV Centre is a community-based, not for profit organisation supporting communities primarily across the Barwon, Wimmera and South West areas of Victoria, with limited service delivery in West Metropolitan Melbourne. We offer a range of specialist support services for people impacted by sexual and family violence as well as support services for victims of crime. These 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, and
- practical assistance, advocacy, case management support and legal aid services for all victims of crime.

The organisation employs over 200 staff across the following areas: South West service areas include family violence case management, housing, Orange Door, after hours services, victim's assistance program and community legal service. Our Wimmera office provides sexual and family violence therapeutic services. The Barwon office provides services across a range of specialist family violence, sexual assault, victim assistance, training and prevention programs and corporate services.

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

- 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 Officer.
- 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, training and professional development.
- Ensure compliance with relevant legislation, policy, procedures and practice guidelines.
- Actively contribute to the development of a positive and high-performing organisational culture, including by identifying opportunities to improve team work practices.
- Participate in the continuous quality improvement of the SAFV Centre and the development of best practice.
- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and occupational health and safety (OHS) policies and procedures.
- Ensure work practices are ethical and comply with The SAFV Centre Policy and Procedure, our code of conduct 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

- Relevant degree qualifications in health promotion, public health, family violence, AOD, social work or diploma qualification in community services, family violence, ADO or similar with established technical client services experience.
- Minimum two years relevant experience post qualification.
- Certificate IV in Training and Assessment (desirable or willing to obtain).

Essential Skills and Knowledge

- An informed and evidence based knowledge and understanding of the determinants of violence against women and children including the frameworks for the primary prevention of violence against women, early intervention and response.
- Broad knowledge, deep understanding and ability to provide knowledge and subject matter expertise in relation to gender based violence, sexual and family violence and to communicate, liaise and negotiate with other relevant professionals in this regard.
- 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.
- Experience in designing, developing and delivering professional training programs and community education programs.
- Capable writing skills including demonstrated ability to develop or coordinate content material, maintain data bases, conduct evaluations and provide professional reports.
- Ability to participate in discussion of current issues and identify events or trends in political and social context relevant to family violence.
- Able 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.
- Demonstrated ability to design and deliver training online and in-person environments.

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 ongoing, dependent on the continuation of funding to the service.

Hours of Work

- The position is part-time 0.4 -1.0 FTE (15.2 - 38 hours per week).
- Location of the position is at the Geelong office with occasional travel to other locations including Wimmera and South West Victoria to deliver training.
- 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 range is Business Services Level 3 plus superannuation (pro rata for part time). Salary will be commensurate with experience and skills.

Industrial Instrument: The Sexual Assault & Family Violence Centre Enterprise Agreement 2023.

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
- Working rights in Australia
- Qualification verification

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: _____

