

Position Description

Job Title:	Trainer & Facilitator
Reporting to:	Director of Strategic Projects
Location:	Surry Hills, Sydney (with regular interstate travel)
Direct Reports:	Nil

Purpose of the position

- Develop and deliver education and training to empower people with disability;
- Schedule, coordinate and promote training courses;
- Collaborate with key stakeholders on the development of content;
- Facilitate with managers the identification of training needs;
- Utilise technology in successful delivery of both online and face to face training.

Responsibilities & Accountabilities

Key Responsibility Area 1 – Facilitate Internal Training

- Professionally prepare and deliver engaging content for both online and face to face programs;
- Facilitate group and individual learning experience;
- Continually incorporate adult learning principles into training delivery, ensuring quality training and assessment occur in accordance with the content to be delivered;
- Use lived and professional experience respectfully, meaningfully and with a goal of providing increased understanding to training participants.

Key Responsibility Area 2 – Facilitate External Training

- Professionally prepare and deliver engaging content for both online and face to face programs;
- Facilitate group and individual learning experiences;
- Continually incorporate adult learning principles into training delivery, ensuring quality training and assessment occur in accordance with the content to be delivered;
- Use lived and professional experience respectfully, meaningfully and with a goal of providing increased understanding to training participants.

Key Responsibility Area 3 – Collaboration with key stakeholders

- Lead collaboration with key internal and external stakeholders in the development of content;
- Liaise with key development stakeholders in, regard to training delivery;
- Exhibit gender and disability equitable behaviour at all times whilst representing PWDA.

Key Responsibility Area 4 – Coordination of Training Events

- Schedule and promote upcoming courses, organise own training resources, coordinate venue and accessibility;
- Ensure participant confirmations and reminders are distributed;
- Coordinate any travel arrangements required.

Key Responsibility Area 5 – Program Administration

- Plan and prepare all administrative and support tasks;
- Complete reports on training assessment tasks and post-delivery feedback;
- Ensure training materials are updated and maintained so that others are able to collaborate and access resources.

Key Responsibility Area 6 – Proficiency with Software

- Use software functionality to implement efficient processes to manage workload and administrative processes.
- Keep abreast of latest enhancements to technology in the delivery of training
- Participates in self-directed Personal and Professional Development

Academic qualifications

Essential	Desirable
Certificate IV in Training and Assessment	Relevant tertiary qualifications

Key Selection Criteria

Essential	Desirable
Direct or lived experience with disability	Demonstrated experience in the disability sector
Demonstrated experience in managing projects to budget and timeframe and status reporting to relevant stakeholders.	Qualifications in Psychology/Counselling/Social Work/Law and membership with the appropriate governing body, or a willingness to work towards this
Sound knowledge of adult learning principles	
Demonstrated high level of experience in facilitating/delivering both online and face to face training to clients	
High calibre organisational and planning skills, including the ability to prepare timetables and prioritising to meet deadlines, in line with workshop and role requirements.	
Excellent presentation, verbal and written skills, including the ability to deal with enquiries and complaints in a professional and confidential manner.	
Ability to travel both overnight and interstate	
Intermediate understanding of Microsoft Office, including Word, PowerPoint and Excel.	
Solid understanding of training platforms, webinar use, videos	

Competencies

Communication

Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

Key behaviours and actions to look for:

- *Organises the communication;*
- *Maintains audience attention;*
- *Adjust to the audience;*
- *Ensures Understanding;*
- *Uses volume and pace appropriate to the media being used;*
- *Comprehends communication from others.*

Continuous learning

Actively identifying new areas for learning; regularly creating and taking advantage of learning opportunities; using newly gained knowledge and skill on the job and learning through their application.

Key behaviours and actions to look for:

- *Targets learning needs*
- *Seeks learning activities*
- *Maximises learning*
- *Applies knowledge or skill*
- *Takes on challenging assignments*

Formal Presentation

Presenting ideas effectively (including nonverbal communication and use of visual aids) to individuals or groups when given time to prepare; delivering presentations suited to the characteristics and needs of the audience.

Key behaviours and actions to look for:

- *Defines clear goals*
- *Follows a logical sequence*
- *Uses nonverbal communication*
- *Uses learning aids*
- *Listens and responds to questions and objections*
- *Summarises the presentation*

Impact

Creating a good first impression; commanding attention and respect; showing an air of confidence.

Key behaviours and actions to look for:

- *Maintains a high level of activity*
- *Displays professional demeanour*
- *Speaks confidently*

Planning & Organising

Establishing courses of action for self and others to ensure that work is completed efficiently.

Key behaviours and actions to look for:

- *Prioritises*
- *Determines tasks and resources*
- *Schedules*
- *Leverages resources*
- *Stays focused*

Quality Orientation

Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.

Key behaviours and actions to look for:

- *Follows procedures*
- *Ensures high quality output*
- *Takes action*

Other Job Requirements

▪ *Working with Children Check*

PWDA is a registered employer under the Child Protection (Working with Children) Act, 2012. The successful applicant must be approved under the Working with Children Check prior to taking up appointment.

▪ *National Police Record*

PWDA receives funding from multiple Government Agencies who require staff to be checked. The successful applicant must satisfy these requirements prior to taking up appointment.

▪ *Covid-19 Vaccination*

Australian Government Covid-19 Vaccination Certificate and adherence to the PWDA Covid-19 Vaccination Policy.

Application Processes

For more information about this role, please contact:

Janel Manns

Email: training@pwd.org.au

Phone: 02 9370 3100

Submit your application by email on recruitment@pwd.org.au.

If you need to submit your application in an alternative format, please contact Hollee James by email recruitment@pwd.org.au or by phone on (02) 9370 3100.

Your application needs to include:

- Your full resume
- A letter addressing the selection criteria
- Your contact details

PWDA is a proud employer of people with disability, and people with disability are strongly encouraged to apply for these positions. We are an EEO employer and we embrace the diversity of our people, such as diversity in disability, race, cultural background, ethnicity, age, gender identity, sexual orientation or intersex status.