



SNAICC
 National Voice for our Children
 Aboriginal and Torres Strait Islander Corporation
 Suite 8, First Floor,
 252-260 St Georges Road
 North Fitzroy VIC 3068

Position Description

Job Title:	SNAICC Training and Resources Officer
Reporting To:	SNAICC Manager Sector Development
Contract Period	Ongoing employment subject to funding
Terms and Conditions:	<ul style="list-style-type: none"> • Full-time position based at the SNAICC office, North Fitzroy, Melbourne • Salary range \$65,000-72,000 depending on experience, plus 9.5% superannuation • SNAICC also offers Salary Packaging (tax free salary component and additional meals, entertainment, accommodation and venue hire) • All SNAICC positions are subject to funding

Overview of role	
<ul style="list-style-type: none"> • To deliver training to Aboriginal and Torres Strait Islander community and non-Indigenous services across Australia in metropolitan, rural and remote settings. Workshops are primarily delivered by two trainers, with at least one trainer being an Aboriginal and / or Torres Strait Islander person. • To design and develop new and existing training programs for staff in Early Childhood services and/or Child and Family Support services. • To engage and consult with Aboriginal and Torres Strait Islander staff and community and non-Indigenous services regarding their training needs. <p><i>This is an Indigenous Identified role only open to Aboriginal and Torres Strait Islander peoples. The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s12 of the Equal Opportunity Act 2010 (Vic).</i></p>	

Organisational Context	<p>Formally established in 1981, <i>SNAICC – National Voice for our Children</i> is the national non-government peak body in Australia for Aboriginal and Torres Strait Islander children. SNAICC works for the fulfilment of the rights of our children, in particular to ensure their safety, development and well-being. SNAICC provides a strong voice that promotes the rights, needs and aspirations of Aboriginal and Torres Strait Islander children.</p> <p>SNAICC is governed by a Board of Directors of Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well-being sectors.</p> <p>SNAICC provides key roles on behalf of Aboriginal and Torres Strait Islander children and their families including:</p> <ul style="list-style-type: none"> • Research and policy development, with high-level leadership, policy papers and sector representation.
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	<ul style="list-style-type: none"> • Training and resource design, development and delivery including topics such as early childhood development, family violence, partnerships, family support, trauma and cultural competency. • Resource development, communications and publications, and • Support for sector development, membership and networking.
Operational Background	<ul style="list-style-type: none"> • The SNAICC Training and Resources Officer is a full-time position based at SNAICC's office in North Fitzroy, Melbourne. • All positions at SNAICC are subject to ongoing funding. • All SNAICC staff are subject to an initial six-month probationary period.
Reporting Relationships	<ul style="list-style-type: none"> • The SNAICC Training and Resources Officer is supported by and reports to the SNAICC Manager Sector Development. • The SNAICC Training and Resources Officer works closely with SNAICC training staff as well as consultants, interns, students and volunteers attached to the team.
SNAICC Funding	<ul style="list-style-type: none"> • SNAICC is primarily government funded. • SNAICC also receives income from non-government philanthropic and partner organisations for different projects.
Organisation Operations	<ul style="list-style-type: none"> • The nature of SNAICC is team-oriented and all staff are expected to take a collaborative approach to assist with performing major tasks. • SNAICC staff members must also take specific responsibility for their work priorities to ensure tasks are completed. • Building cooperation between staff and the SNAICC Board of Directors is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development.
Key Duties	<ol style="list-style-type: none"> 1. Design, development, delivery and evaluation of training programs, such as: <p>Early years programs including: Supporting transition to school: Journey to Big School transition training; Deadly Futures: Resources for Child Development 0-5 years; Early Years Cultural Competence: A Place for Culture?</p> <p>Child and family support programs including: Family violence train-the-trainer: Through Young Black Eyes Family violence modules including working with women, children, men and the whole of community; Recognising and responding to trauma: Stronger Safer Together-Intensive family support; Supporting kinship carers: Tracks to Healing.</p> <p>Sector development training including: Cultural awareness and safety training: Working and Walking Together; Opening Doors to Genuine Partnerships.</p> 2. Development of new training packages and materials: Contribute to the consultation, research, development and subsequent delivery of new training packages, including

	<p>integrating new content and national competencies with existing packages to create flexible training that is responsive to community needs.</p> <ol style="list-style-type: none"> 3. Undertake other training activities, including liaison with community, partners and stakeholders as required by the SNAICC Manager Sector Development. 4. Be responsible for the collection and recording of evaluation information and providing evaluation reports. 5. Undertake professional development to expand skills and understanding of program areas and training facilitation. 6. Promote SNAICC's training and resources through presentations, conferences, workshops, information stalls etc. 7. Work as part of the SNAICC staff to identify emerging training project ideas, policy issues and partnerships. <p>Common duties shared with other SNAICC staff</p> <ul style="list-style-type: none"> • Contribute to SNAICC internal planning processes including staff meetings, review of SNAICC strategic and operational plans and review of SNAICC priorities and functions. • Assist in the evaluation of SNAICC projects, activities and functions. • Assist in the distribution and promotion of training materials where applicable. • Write reports and articles, and provide information, for the SNAICC website, newsletter and other SNAICC publications as required.
<p>KEY SELECTION CRITERIA</p> <ol style="list-style-type: none"> 1. Broad knowledge and a solid understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families, and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families 2. Demonstrated experience and ability to design, develop and co-facilitate training with both Aboriginal and Torres Strait Islander people and organisations and non-Indigenous workers/services and facilitate their involvement in training activities 3. Strong knowledge and understanding of best practice to support Aboriginal and Torres Strait Islander families to ensure safety, development and wellbeing for children, young people and their families 4. Experience in the production and delivery of accredited and/or non accredited training resource materials in a range of formats for use in the early years or child and family welfare sectors 5. Excellent written and verbal communication skills 6. Experience in community engagement and liaison 7. Excellent workplace skills including the ability to work as part of a supportive team from diverse cultural backgrounds and working respectfully in sensitive contexts. 8. Relevant post-secondary/ tertiary qualifications and experience 	
<p>FURTHER INFORMATION AND CLOSING DATE</p> <p>Applications are required by 5.00 p.m. EST on Sunday 28th January 2018.</p>	

Applications must include:

- A brief **cover letter** outlining why you are applying for the position
- Written responses to how you meet each of the **Key Selection Criteria**, including short examples demonstrating your proficiency for each criteria
- A **resume** with your skills, experience and qualifications, relevant to the SNAICC Training and Resource Officer role
- Names and contact details for two or more recent referees

All applicants will be notified of the progress or outcome of their application. The successful applicant will be required to have or obtain a current Working with Children Check and a National Police Check. Please email applications and initial inquiries to:

Katherine.Hinton@snaicc.org.au

For general information about SNAICC, visit the SNAICC website.

For specific questions about the role please contact:

David Ellis, Manager Sector Development on **03 9489 8099**.