

Position Description

Position Title:	Training and Development Facilitator	Business Unit:	Programs
Classification:	(SCHADS Award) Level: 7	Reports to:	Manager Training and Development
SNAICC above award salary:	SNAICC Scale: PM1 7.1 - 7.4	No. Direct Reports:	N/A
Employment Type:	Fixed Term – 12 months	FTE:	1.0

Established in 1981, **SNAICC – National Voice for our Children** is the National Peak Body in Australia for Aboriginal and Torres Strait Islander children. SNAICC's vision is that Aboriginal and Torres Strait Islander children, young people and families are protected, our communities determine their own futures, and our cultural identity is valued.

We work to amplify the voice of community and the sector for the fulfilment of the rights of our children.

SNAICC is governed by a Board of Directors: Aboriginal and Torres Strait Islander leaders from the early years, child safety, development and well- being sectors.

SNAICC plays a key role in the following areas:

- **Community and sector voice:** SNAICC engages with Aboriginal and Torres Strait Islander community and the sector to understand their needs and aspirations and give a strong voice to these perspectives. We also communicate back to and with community on key issues, programs and projects;
- **Research, policy and leadership:** SNAICC seeks to understand and share what works to drive better outcomes for Aboriginal and Torres Strait Islander children and families and translate this into policy and practice;
- **Sector development:** SNAICC works with and supports the sector to enhance the quality, access and sustainability of services.

Business unit	SNAICC's Sector Development unit aims to build the capacity of Aboriginal and Torres Strait Islander community-controlled organisations to ensure children, families, and communities, have access to high-quality and sustainable services. The team also leads the development of various partnerships to build the capacity of mainstream non-government organisations to provide culturally safe and secure services. The team manages sector and membership engagement and delivers targeted training and support activities, tailored to the service profiles and operating context of organisations. Looking forward, the team will also seek to elevate the sector and workforce challenges and opportunities faced by early years services.
Position Summary:	The Training and Development Facilitator position supports SNAICC's Sector Development unit to provide culturally safe, trauma informed and secure services to Aboriginal and Torres Strait Islander community-controlled organisations and non-

	Indigenous services across Australia. The Training and Development Facilitator will play a lead role in the development and delivery of SNAICC training suites.
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Position Characteristics:	Scope:	The Training and Development Facilitator will report directly to the Manager Training and Development, Sector Development and deliver training and support to Aboriginal and Torres Strait Islander community-controlled organisations and non-indigenous services across Australia in metropolitan, rural, and remote settings.
	Significant internal/external relationships:	<ul style="list-style-type: none"> • Sector Development Team members • Members of other SNAICC Teams; Programs, Policy and Research, and Office of the CEO • SNAICC membership • Broader Aboriginal and/or Torres Strait Islander family and children's service providers • Other contractors/ casual trainers • Funding bodies (govt & non-govt)
	Special Conditions:	<i>This position is identified for Aboriginal and/or Torres Strait Islander people and exemption is claimed under Subsection 8 (1) of the Racial Discrimination Act 1975.</i>
	Delegations:	In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.

Key Responsibilities:	Relevant areas & levels within SNAICC Competency Framework.
<ul style="list-style-type: none"> • Lead the delivery of training programs and resources for staff in child and family welfare and early childhood services, including building effective relationships with Aboriginal and Torres Strait Islander and non-indigenous services. • Stay abreast of contemporary training practices to ensure effective and accessible models of delivery (including online and blended or flexible delivery models). • Liaise with other contractors and consultants as required in the development and delivery of projects as required. • Promote SNAICC's training and resources through presentations, conferences, workshops, information stalls etc. • Initiate and lead other training activities as required, including liaison with community, partners, and stakeholders, using, and building on skills and understandings of community based interagency coordination and collaboration. • Undertake professional development, as required, to expand skills and understanding of program areas and training facilitation. 	<p>1. Organisational Awareness and Professionalism</p> <p>1.2.1 Organisational awareness 1.2.2 Time management 1.3.4 Taking responsibility 1.2.5 Problem solving</p> <p>2. Community and Interagency Relations</p> <p>2.2.1 Networks and stakeholders 2.3.2 Community 2.2.3 Partnerships & collaboration 2.3.4 Knowledge of community 2.3.5 Social Justice</p> <p>3. Communication & Relationship Skills</p> <p>3.3.2 Written communication 3.3.3 Verbal Communication 3.3.4 Public Speaking 3.3.5 Interpersonal skills</p> <p>6. Service Delivery</p> <p>6.2.1 Reflective practice 6.3.2 Knowledge of Sector Issues 6.2.3 Stakeholder outcomes</p>

Safety and Wellbeing <ul style="list-style-type: none"> Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries. Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training. 		9. Risk Management, Workplace Safety & Quality 9.2.1 Strategy 9.2.3 Risk Management 9.2.1 Health Safety Wellbeing
Quality and Compliance <ul style="list-style-type: none"> Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support. Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities. Ensure adherence to organisational policies and procedure to deliver consistent quality support and service. Actively participate in internal and external audits with responsibility for compliance 		
Common duties shared with other SNAICC staff <ul style="list-style-type: none"> Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans. Assist in the evaluation of projects, activities, and functions of SNAICC. Arrange for the distribution and promotion of resources and publications where applicable. 		1. Organisational Awareness and Professionalism 1.1.1 Organisational Awareness 1.1.2 Time Management 1.1.5 Problem solving
Selection Criteria	Knowledge and Experience	<ul style="list-style-type: none"> Broad knowledge and understanding of human rights and 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. Training experience and ability to lead the design, development and delivery of trauma informed training programs and resources with both Aboriginal and Torres Strait Islander people and organisations, and mainstream organisations. Demonstrated ability to design, deliver, manage, and evaluate projects across the entire project cycle. A demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people. Capacity to contribute to the development of best practice across child and family services, and ACCO sector training and support training, with an understanding of working with complex families to ensure safety, development and wellbeing for children, young people, and their families. Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence-based reports, submissions, and briefings.

		<ul style="list-style-type: none"> Excellent workplace skills including the ability to work effectively in teams with staff from diverse cultural backgrounds, manage competing demands and work respectfully in sensitive contexts. 	
	Qualifications	<ul style="list-style-type: none"> Qualifications or extensive experience in relevant fields. Employee Working with Children Check (WWCC) Current police check (no older than three months) Current Driver's License 	
	Values	Cultural Safety	<ul style="list-style-type: none"> Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.
		Collaboration & trust	<ul style="list-style-type: none"> We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.
		Respect and kindness	<ul style="list-style-type: none"> We are all valued and valuable. We communicate with people holistically, recognising their humanity.
		Accountability and integrity	<ul style="list-style-type: none"> We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.
		Staff Wellbeing	We are committed to the wellbeing of our staff.

Health, Safety & Wellbeing Requirements	<ul style="list-style-type: none"> Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors Comply with SNAICC WHS policies and procedures to participate in the achievement of a safe working culture Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching 	
Organisational Expectations	Compliance with organisational policy, procedures including code of conduct.	
Approvals:	CEO Name: Catherine Liddle Date: Dec 2023	Director Operations and HR Name: Fan Whitty Date: Dec 2023
Acknowledgement of Incumbent	I have read and understood the requirements of the Training and Development Facilitator position. Name: (please print) Signature: Date:	