



## Secretariat National Aboriginal and Islander Child Care

### Position Description

<b>Job Title:</b>	<b>SNAICC Training and Resource Officer</b>
<b>Reporting To:</b>	SNAICC Manager Training and Workforce Development
<b>Contract Length:</b>	Ongoing, Subject to funding
<b>Terms and Conditions:</b>	<ul style="list-style-type: none"> <li>• Full Time position based in North Fitzroy</li> <li>• Salary range \$63,000- \$68,304</li> <li>• SNAICC also offers Salary Packaging (\$16,050 tax free salary component &amp; meals entertainment card) plus 9.5% superannuation</li> <li>• All SNAICC positions are subject to funding</li> <li>• Other terms and conditions are in line with the SCHADS Award (Social Community Home Care and Disability Services Award) and SNAICC's internal policies.</li> </ul>

***SNAICC encourages Aboriginal and Torres Strait Islander people to apply. SNAICC provides access to formal training and professional development***

<b>Overview of Role</b>	
<p>The SNAICC Training and Resource Officer will assist SNAICC in the delivery of current SNAICC training programs for staff in early childhood services and child and family welfare services. The SNAICC Training and Resource Officer will contribute to the design, development and delivery of new SNAICC Training packages.</p>	

<b>Organisational Context</b>	<p>Formally established in 1981, The Secretariat of National Aboriginal and Islander Child Care (SNAICC) is the national non-government peak body in Australia that represents the interests of Aboriginal and Torres Strait Islander children and families.</p> <p>SNAICC exists to provide a strong voice for; and engage in activities that promote; the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.</p> <p>SNAICC's key roles on behalf of Aboriginal and Torres Strait Islander children and their families include the development of:</p> <ul style="list-style-type: none"> <li>▪ Policy, advocacy and representation</li> <li>▪ Training Design, development and delivery</li> <li>▪ Resources and publications</li> <li>▪ Support for sector development and networking</li> </ul>
-------------------------------	--



## Secretariat National Aboriginal and Islander Child Care

<b>Operational Background</b>	<ul style="list-style-type: none"> <li>▪ The SNAICC Training and Resource Officer is a full-time position based in North Fitzroy, Victoria and travel around Australia occurs on a regular basis.</li> <li>▪ This is an ongoing position that is subject to an initial six-month probationary period.</li> <li>▪ As with all SNAICC staff, this position is subject to ongoing funding.</li> </ul>
<b>Reporting Relationships</b>	<ul style="list-style-type: none"> <li>▪ The SNAICC Training and Resource Officer is supported by and will report to the SNAICC Manager, Training and Workforce Development</li> </ul>
<b>SNAICC Funding</b>	<ul style="list-style-type: none"> <li>▪ SNAICC is primarily government funded.</li> <li>▪ From time to time, funding is obtained from other resources through project submissions and applications to non- government organisations.</li> </ul>
<b>Secretariat Operations</b>	<ul style="list-style-type: none"> <li>▪ The nature of the Secretariat is team oriented and all SNAICC staff are expected to take a collaborative approach to assist with performing major tasks.</li> <li>▪ SNAICC staff members must also take specific responsibility for their work priorities to ensure tasks are completed.</li> <li>▪ Building cooperation between staff and the National Executive is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development.</li> </ul>
<b>Major Duties</b>	<ul style="list-style-type: none"> <li>• Assist SNAICC in the design, development and delivery of training programs for staff in the child and family welfare services area and early childhood services. While significant family violence training development and delivery is likely to be a particular focus of the role, some other training areas such as those below will also be available:</li> </ul> <p>Child and family support areas including:</p> <ul style="list-style-type: none"> <li>○ Family Violence – Safe for Our Kids</li> <li>○ Through Young Black Eyes: Family violence train-the-trainer</li> <li>○ Recognising and Responding to Trauma</li> <li>○ Intensive Family Support: Stronger Safer Together:</li> <li>○ Tracks to Healing: Supporting kinship carers</li> <li>○ Working and Walking Together: Cultural awareness and cultural safety training</li> <li>○ Opening Doors to Genuine Partnerships</li> </ul>



## Secretariat National Aboriginal and Islander Child Care

	<p>Early years programs including:</p> <ul style="list-style-type: none"> <li>○ Journey to Big School: Supporting transition to school</li> <li>○ Deadly Futures: Resources for Child Development 0-5 years</li> <li>○ A Place for Culture? Early Years Cultural Competence</li> </ul> <ul style="list-style-type: none"> <li>• Contribute to the development and subsequent delivery of new training packages, including integrating new content and national competencies with existing packages to create flexible training that is responsive to community needs.</li> <li>• Under direction from the SNAICC Manager, Training and Workforce Development, coordinate other training activities, including liaison with partners and stakeholders as required.</li> <li>• Be responsible for collecting and storing evaluation information about training activities and providing evaluation reports.</li> <li>• Undertake professional development to continue to expand skills in program development and facilitation.</li> <li>• Promote SNAICC’s training and resources through presentations, conferences, workshops, information stalls and similar initiatives.</li> <li>• Work as part of the SNAICC staff to identify emerging project ideas, policy issues and partnerships.</li> <li>• Other duties as required</li> </ul> <p><b>Common duties shared with other SNAICC staff</b></p> <ul style="list-style-type: none"> <li>• Contribute to SNAICC internal planning processes including staff meetings, review of SNAICC strategic and operational plans and review of priorities and functions.</li> <li>• Assist in the evaluation of projects, activities and functions of SNAICC.</li> <li>• Arrange for the distribution and promotion of resource materials where applicable.</li> <li>• Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.</li> </ul>
<p><b>KEY SELECTION CRITERIA</b></p>	<ol style="list-style-type: none"> <li>1. Demonstrable ability to design, develop and facilitate interactive group training workshops designed to support those working with Aboriginal and Torres Strait Islander children and families.</li> <li>2. Broad knowledge and a deep understanding of issues impacting upon Aboriginal and Torres Strait Islander children and families and commitment to the rights, needs and aspirations of Aboriginal and</li> </ol>



## Secretariat National Aboriginal and Islander Child Care

	<p>Torres Strait Islander children and families, or ability to quickly acquire this knowledge.</p> <ol style="list-style-type: none"> <li>3. Demonstrated experience and ability to work and liaise with Aboriginal and Torres Strait Islander communities and services in a respectful and culturally aware manner or equivalent relevant experience</li> <li>4. Sector experience in family violence, trauma, intensive family support/casework or similar roles and /or the early childhood sector.</li> <li>5. Experience in project work including the ability to plan and implement project activities according to a project work plan and work to set deadlines</li> <li>6. Excellent interpersonal, written and verbal communication skills.</li> <li>7. Effective workplace skills including the ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and to seek and offer support as appropriate.</li> <li>8. Relevant qualifications, such as social work, education and training, human services, community welfare, education or early childhood.</li> <li>9. Ability to travel interstate regularly for up to 4 days at a time, on average up to twice per month.</li> </ol>
	<p><b>FURTHER INFORMATION</b></p> <p>Applications are required by close of business on <b>27 January 2016</b>.</p> <p>Applications must respond to the broad requirements of the position and specifically address the selection criteria, including short examples of the applicant's proficiency specific to this position.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• A brief cover letter outlining why you are applying for the position</li> <li>• Resume with recent work experience and any relevant qualifications or studies</li> <li>• Written response addressing each selection criteria</li> <li>• Names and contact details for two or more referees</li> </ul> <p><i>The successful applicant will be required to have or obtain a current Working with Children Check and a current police check. Please mark applications as "CONFIDENTIAL" and forward to: <a href="mailto:alice.davis@snaicc.org.au">alice.davis@snaicc.org.au</a></i></p> <p>For general information visit the SNAICC website. For specific questions, please ring Alice Davis, Senior Training Administrator on 03 9489 8099. A short list of applicants will be interviewed based on the application.</p> <p><b>Applications must be received not later than close of business 27 January 2016.</b></p>