



## Secretariat National Aboriginal and Islander Child Care

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### Position Description: SNAICC Senior Training Administrator

<b>Job Title:</b>	Senior Training Administrator
<b>Salary Range:</b>	Gross Salary between \$57,000 and \$63,000 depending on experience plus 9.25% superannuation
<b>Term:</b>	Full Time
<b>Reporting To:</b>	SNAICC Manager Training and Workforce Development

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

#### Organisational Context

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.

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.

SNAICC's key roles on behalf of Aboriginal and Torres Strait Islander children and their families include the development of:

- Policy, advocacy and representation
- Training design, development and delivery
- Resources and publications
- Support for sector development and networking

#### Position Objectives:

To support the development and delivery of training programs for staff and others involved with Early Years and/or Child and Family Welfare services. In particular, the Senior Training Administrator will be responsible for providing organisational and administrative support in the delivery of current training projects.

<b>Operational Background</b>	<ul style="list-style-type: none"> <li>• The SNAICC Senior Training Administrator position 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 and Liaison</b>	<ul style="list-style-type: none"> <li>▪ The SNAICC Senior Training Administrator reports to the Manager, Training and Workforce Development.</li> <li>▪ The SNAICC Senior Training Administrator will support SNAICC training staff as well as consultants, interns, students or volunteers allocated to the team when required.</li> </ul>
<b>SNAICC Funding</b>	<ul style="list-style-type: none"> <li>• SNAICC is primarily government funded with grants from Prime Minister and Cabinet and DSS.</li> <li>• Funding is also obtained from other resources through project submissions and applications to Trusts and non-government organisations.</li> <li>• The Training area of SNAICC is largely self-funded through contracts and training delivery. As such, a key responsibility of this position is to assist the Manager to secure and monitor income to continue the development of SNAICC Training provision.</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 and proactive approach to the performance of major tasks.</li> <li>• SNAICC staff members must also take specific responsibility for their work priorities to ensure individual work plans are completed.</li> <li>• Building cooperation between staff, the National Executive and community members is crucial to the ongoing achievement of SNAICC priorities and all staff are expected to contribute to this form of team development.</li> </ul>

### Senior Training Administrator Core Statement

In consultation with the Training Manager:

- Support the delivery and development of training programs for staff in early childhood and child and family welfare services.
- Develop an agreed work plan to outline in broad detail the key priorities and tasks for each year. The work plan will be consistent with the duty statement.
- In particular, the Senior Training Administrator will be responsible for supporting the training staff in the delivery of current projects, including to:
  - Coordinate the ongoing development and delivery of SNAICC's workshops, including:
    - Recognise and Responding to Trauma
    - Tracks to Healing: Supporting kinship carers
    - Stronger Safer Together: Intensive Family Support
    - Family Violence – Safe for Our Kids
    - Through Young Black Eyes: Family violence train-the-trainer

- Working and Walking Together: Cultural awareness and safety training
- Opening Doors to Genuine Partnerships
- Journey to Big School: Supporting transition to school
- Deadly Futures: Resources for Child Development 0-5
- A Place for Culture? Early Years Cultural Competence
- Respond to all training enquiries across a range of training workshops
- Provide individuals and interested organisations with standard quotes for SNAICC's training and workforce development services
- Develop formal agreements between hosting organisations and SNAICC's training team
- Liaise with hosting organisations in alignment with the written agreements
- Coordinate the training calendar and training workshop schedule for all SNAICC training events
- Be responsible for the travel arrangements of the SNAICC Training Officers and consultants (book flights, accommodation, car rental, venue and equipment hire required for training and workshop delivery)
- Ensure training materials are kept up to date and available for workshop delivery
- Design Training promotional material, including flyers and brochures
- Support the development of new workshop packages including but not exclusive to SNAICC's "Family Violence: Working with Aboriginal Women, Children and men"
- Monitor and implement relevant training budgets
- Collate, analyse and develop reports based on written, verbal and telephone based on training evaluations and feedback.
- Scope Training needs and gaps nationally in the Child and Family Welfare sector and Early Years sector.

4. Under direction from the Manager, Training and Workforce Development,

- Liaise with key stakeholders, member and partner agencies to identify and promote further training opportunities
- Promote SNAICC workshops as necessary
- Support the development of training programs and materials to support SNAICC's training operations
- Coordinate other training activities, including liaison with partners and stakeholders as required
- Be responsible for the ongoing communication with participants of SNAICC training programs as needed
- Undertake professional development to continue to develop skills in program planning, development and implementation.

- Work as part of the SNAICC staff team to identify emerging Training project ideas and partnerships as per community and agency needs, especially through observation of other SNAICC projects and by using the expertise of SNAICC staff and others as necessary.

**Common duties shared with other SNAICC staff**

- Contribute to SNAICC internal planning processes including staff meetings, staff training and development activities and SNAICC policy development
- Contribute to the planning of major SNAICC events and activities including the SNAICC AGM, SNAICC conferences, SNAICC policy forums, SNAICC National Executive meetings, NAIDOC activities and National Aboriginal and Islander Children's Day.
- Other duties as directed by the Manager, Training and Workforce Development

**KEY SELECTION CRITERIA:**

1. 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 Torres Strait Islander children and families
2. 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
3. Strong interpersonal and communication skills
4. High level organisational and administrative skills
5. Previous experience working for a Non Government/Non Profit Organisation
6. Ability to work to tight deadlines; manage multiple projects and priorities; and work autonomously
7. Excellent workplace skills including the ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and seek and offer support as appropriate
8. Project planning and implementation skills
9. Relevant qualifications, such as a degree or diploma in Business, Administration or Training related.

## **FURTHER INFORMATION**

Applications are required by Wednesday 20 January 2016.

Applications must respond to the broad requirements of the position and address the selection criteria, including short examples of the applicant's proficiency specific to this position.

This includes:

- A brief cover letter outlining why you are applying for the position
- Resume with recent work experience and any relevant qualifications or studies
- Written response addressing each selection criteria
- Names and contact details for two or more referees.

The successful applicant will be required to have a current Working with Children Check and a current police check. Please mark applications as "CONFIDENTIAL" and forward to: [alice.davis@snaicc.org.au](mailto:alice.davis@snaicc.org.au)

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. All applicants will be notified of the progress or outcome of their application within two weeks of the due date.

**Applications must be received not later than close of business 20 January 2016.**