



Secretariat National Aboriginal and Islander Child Care

Position Description

Job Title:	SNAICC Training and Resource Officer
Reporting To:	SNAICC Manager Training and Workforce Development
Contract Length:	Ongoing, Subject to funding
Terms and Conditions:	<ul style="list-style-type: none"> • Full Time position based in North Fitzroy • Approximate Salary range \$63,000 to \$67,000 • SNAICC also offers Salary Packaging (\$16,050 tax free salary component & meals entertainment card) • All SNAICC Positions are subject to funding • Other terms and conditions are in line with the Modern award and SNAICC's internal policies.

SNAICC encourages Aboriginal and Torres Strait Islander people to apply.

Overview of Role	
<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 support services. The SNAICC Training and Resource Officer will also contribute to the design, development and delivery of new SNAICC Training Packages.</p>	

Organisational Context	<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 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.</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"> ▪ Policy, advocacy and representation ▪ Training design, development and delivery ▪ Resources and publications ▪ Support for sector development and networking
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Secretariat National Aboriginal and Islander Child Care

Operational Background	<ul style="list-style-type: none"> ▪ The SNAICC Training and Resource Officer is a full-time position based in North Fitzroy. ▪ As with all SNAICC staff, this position is subject to ongoing funding.
Reporting Relationships	<ul style="list-style-type: none"> ▪ The SNAICC Training and Resource Officer will report to the SNAICC Manager, Training and Workforce Development
SNAICC Funding	<ul style="list-style-type: none"> ▪ SNAICC is primarily government funded. ▪ From time to time, funding is obtained from other resources through project submissions and applications to non- government organisations.
Secretariat Operations	<ul style="list-style-type: none"> ▪ The Secretariat is team oriented and SNAICC staff members 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 National Executive is crucial to the ongoing achievement of SNAICC priorities. All staff are expected to contribute to this form of team development.
Major Duties	<p>Assist SNAICC in the design, development and delivery of training programs for staff in the early childhood sector and child and family welfare sector. In particular, the Training and Resource Officer will assist in the development and delivery of a range of current and emerging training projects, such as:</p> <ul style="list-style-type: none"> • Early years programs including; <ul style="list-style-type: none"> Transition to School Cultural competency and cultural safety training including Working and Walking Together; Cultural competence training with early years educators. Working with playgroups to build parental capacity • Child and family support areas including: <ul style="list-style-type: none"> Recognise and respond to Trauma Intensive Family Support Through Young Black Eyes family violence trainer training. Family Violence – Safe for Our Kids Creating change through genuine partnerships • Contribute to the development and delivery of new training modules, including integrating new content and national competencies with existing packages to create flexible training that is responsive to community needs.



Secretariat National Aboriginal and Islander Child Care

	<ul style="list-style-type: none"> • Assist in the development of training programs and materials to support SNAICC's training operations. • Be responsible for collecting and storing evaluation information about training activities and providing evaluation reports. • Undertake professional development to continue to expand skills in program development and facilitation. • Promote SNAICC's training and resources through presentations, conferences, workshops, information stalls and similar initiatives. • Work as part of the SNAICC staff team to identify emerging project ideas and partnerships. • Other duties as required <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 priorities and functions. • Assist in the evaluation of projects, activities and functions of SNAICC. • Arrange for the distribution and promotion of resource materials where applicable. • Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.
<p>SELECTION CRITERIA</p>	<ol style="list-style-type: none"> 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. 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 Torres Strait Islander children and families, or ability to quickly acquire this knowledge. 3. Demonstrated experience and ability to work and liaise with Aboriginal and Torres Strait Islander children, families and services in a respectful and culturally aware manner, or equivalent relevant experience. 4. Experience in project work, including the ability to plan and implement project activities according to a project work plan and work to set deadlines. 5. Excellent interpersonal, written and verbal communication skills, 6. 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. 7. Relevant qualifications, such as in social work, education and training, human



Secretariat National Aboriginal and Islander Child Care

	<p>services, community welfare, education or early childhood.</p> <p>8. Ability to travel in Victoria and interstate regularly for up to 4 days at a time, on average up to twice per month.</p>
	<p>FURTHER INFORMATION</p> <p>Applications must respond the broad requirements of the position and 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"> • 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 <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; alice.davis@snaicc.org.au</i></p> <p>For general information visit the SNAICC website. For specific questions, please ring Alice Davis, Senior Training Administrator on 03 9489 8099 Ext 116. 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 2 weeks of the due date.</p> <p>Applications must be received not later than close of business Wednesday 26 August, 2015</p> <p>Note.</p> <p>SNAICC is an Equal Opportunity Employer and aims to provide a culturally safe and supportive work environment for all staff, representatives, community members, students, volunteers and visitors. SNAICC encourages applications from Aboriginal and Torres Strait Islander people.</p> <p>SNAICC’s cultural safety vision is to create a work environment with:</p> <p>“Respectful internal and external relationships between Aboriginal and non-Aboriginal people that values cultural knowledge, experience and advice.”</p>