



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

<b>Job Title:</b>	<b>SNAICC Training and Resource Officer</b>
<b>Reporting To:</b>	SNAICC Manager Training and Workforce Development
<b>Contract period</b>	Ongoing, subject to funding
<b>Terms and Conditions:</b>	<ul style="list-style-type: none"> <li>• Full time position based at the SNAICC office, North Fitzroy, Melbourne, with travel around Australia.</li> <li>• Salary range \$63,000 - \$68,304, depending on experience, plus 9.5% superannuation</li> <li>• SNAICC also offers Salary Packaging (\$15,900 tax free salary component and additional meals, entertainment, accommodation and venue hire)</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 policies</li> </ul>

<b>Overview of role</b>	
<ul style="list-style-type: none"> <li>• The SNAICC Training and Resource Officer is a key member of the SNAICC Training Team, and works directly with Aboriginal and Torres Strait Islander community and non-indigenous services across Australia.</li> <li>• The Training and Resource Officer role focusses on the design, development and delivery of current and new training programs for staff in Early Childhood services and/or Child and Family Support services.</li> <li>• SNAICC training workshops are primarily delivered by two trainers, with at least one trainer being Aboriginal and / or Torres Strait Islander.</li> </ul> <p><b><i>SNAICC strongly encourages Aboriginal and Torres Strait Islander people to apply</i></b></p>	

<b>Organisational Context</b>	<p>Formally established in 1981, SNAICC- National Voice for our Children, 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 wellbeing. 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 Aboriginal and Torres Strait Islander leaders from</p>
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 PO Box 1445, Fitzroy North VIC 3068  
 info@snaicc.org.au | [www.snaicc.org.au](http://www.snaicc.org.au)

	<p>the child safety, development and wellbeing 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"> <li>• Research and policy development, with high-level leadership, policy papers and sector representation.</li> <li>• Training and resource design, development and delivery including topics such as early childhood development, family violence, partnerships, family support, trauma and cultural competency</li> <li>• Resource development, communications and publications</li> <li>• Support for sector development and networking</li> </ul>
<b>Operational Background</b>	<ul style="list-style-type: none"> <li>• The SNAICC Training and Resource Officer is a full-time position based at SNAICC's office, North Fitzroy, Melbourne, with travel around Australia on a regular basis.</li> <li>• All positions at SNAICC are subject to ongoing funding</li> <li>• All SNAICC staff are subject to an initial six-month probationary period</li> </ul>
<b>Reporting Relationships</b>	<ul style="list-style-type: none"> <li>• The SNAICC Training and Resource Officer is supported by and reports 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>• SNAICC also receives income from non- government philanthropic and partner organisations for different projects.</li> </ul>
<b>Organisation Operations</b>	<ul style="list-style-type: none"> <li>• The nature of SNAICC is team oriented and all 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 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.</li> </ul>
<b>Key Duties</b>	<ol style="list-style-type: none"> <li>1. Design, development, delivery and evaluation of training programmes, including: <p><b>SNAICC's Child and Family Support training</b>  Family violence train-the-trainer: Through Young Black Eyes  Family violence modules including working with women, children, men and whole of community  Recognising and Responding to Trauma  Intensive Family Support: Stronger Safer Together  Supporting kinship carers: Tracks to Healing  Cultural awareness and cultural safety training: Working and Walking Together  Opening Doors to Genuine Partnerships</p> <p><b>Early years programs including:</b>  Supporting transition to school: Journey to Big School  Resources for Child Development 0-5 years: Deadly Futures</p> </li> </ol>

	<p>Early Years Cultural Competence: A Place for Culture?</p> <p><b>2. Development of Training Resource packages and materials:</b> Contribute to the consultation, research, 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.</p> <p><b>3.</b> Undertake other training activities, including liaison with community, partners and stakeholders as required by the SNAICC Manager, Training and Workforce Development</p> <p><b>4.</b> Be responsible for the collection, storing and evaluation information and providing evaluation reports</p> <p><b>5.</b> Undertake professional development to expand skills and understanding of program areas and training facilitation.</p> <p><b>6.</b> Promote SNAICC’s training and resources through presentations, conferences, workshops, information stalls etc.</p> <p><b>7.</b> Work as part of the SNAICC staff to identify emerging training project ideas, policy issues and partnerships.</p> <p><b>8. Common duties shared with other SNAICC staff</b> 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>
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**KEY SELECTION CRITERIA**

1. A training background and significant workplace experience, and/or qualifications in at least one or more of the following:
  - Child and Family Support
  - Early Years programs
  - Development of Training Resource packages and materials
2. Demonstrated ability to design, develop and facilitate interactive group training workshops to people working with Aboriginal and Torres Strait Islander children and families.
3. 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
4. Demonstrated experience and ability to work and liaise with Aboriginal and Torres Strait Islander people, communities and services, in a respectful and culturally aware manner
5. Experience in the Child and Family Support sector and /or the Early Childhood sector
6. Experience in project work, including the ability to plan and implement project activities and

work to set deadlines

7. Excellent interpersonal, written and verbal communication skills.
8. Effective workplace skills including the ability to work as part of a team from diverse cultural backgrounds, manage competing demands and seek and offer support as appropriate.
9. Qualifications in Human Services, Social Work, Community Welfare, Training, Early Childhood or Education, or significant experience in the sector, are highly regarded
10. Ability to travel interstate for 2 or more days at a time, on average up to twice per month

#### **FURTHER INFORMATION**

Applications are required by **5.00 p.m. EST on Wednesday 14 December 2016**

Applications should include:

- A cover letter outlining why you are applying for the position
- A resume with your skills, experience and qualifications, relevant to the SNAICC Training and Resource Officer role
- Written responses of how you meet each of the selection criteria, including short examples demonstrating your proficiency for each criteria
- 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. Start date for the role is preferably early January 2017. Please mark applications as “ SNAICC Training and Resource Officer” in the email subject field and forward to: [susan.kay@snaicc.org.au](mailto:susan.kay@snaicc.org.au).

For general information about SNAICC, visit the SNAICC website. For specific questions and initial inquiries, please ring **Jessie Giles, Senior Training Administrator on 03 9489 8099**. All other queries can be directed to [susan.kay@snaicc.org.au](mailto:susan.kay@snaicc.org.au)