

## Position Description

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

<b>Business unit</b>	SNAICC Programs Unit aims to build the capacity of Aboriginal and Torres Strait Islander community-controlled organisations and mainstream non-government organisations to ensure that children have access to high-quality, sustainable, culturally safe, and secure services in the early childhood education and care sector. The primary focus is to support the growth and development of the community-controlled early childhood education and care sectors across the country. The Programs Unit works to establish partnerships, provide guidance and facilitate collaboration between community-controlled organisations and mainstream non-government organisations, promoting cultural safety and inclusivity in service provision. The Programs Unit strives to enhance the accessibility, quality and sustainability of services for Aboriginal and Torres Strait Islander children, ensuring their holistic development and wellbeing.
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<b>Position Summary:</b>	The Training and Development Facilitator position supports SNAICC's Programs 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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<b>Position Characteristics:</b>	<b>Scope:</b>	The Training and Development Facilitator will report directly to the Manager Training and Development and develop and deliver training to support Aboriginal and Torres Strait Islander community-controlled organisations and non-indigenous services across Australia in metropolitan, rural, and remote settings.  Considerate travel is required for the role, with intra and interstate, and into remote and very remote communities. Remote applications (in Australia) will be considered.
	<b>Significant internal/external relationships:</b>	<ul style="list-style-type: none"> <li>• Community Program Team members</li> <li>• Members of other SNAICC Teams; Programs, Policy and Research, and Office of the CEO</li> <li>• SNAICC membership</li> <li>• Broader Aboriginal and/or Torres Strait Islander family and children's service providers</li> <li>• Other contractors/ casual trainers</li> <li>• Funding bodies (govt &amp; non-govt)</li> </ul>
	<b>Special Conditions:</b>	Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
	<b>Delegations:</b>	In accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures.

<b>Key Responsibilities:</b>	<b>Relevant areas &amp; levels within SNAICC Competency Framework.</b>
<ul style="list-style-type: none"> <li>• Lead the development and 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.</li> <li>• Support the identification of training and capacity building needs of the Aboriginal and Torres Strait Islander Early Years sector through engagement both internally within SNAICC and externally with the sector.</li> <li>• Stay abreast of contemporary training practices to ensure effective and accessible models of delivery (including online and blended or flexible delivery models).</li> <li>• Liaise with other contractors and consultants as required in the development and delivery of projects as required.</li> </ul>	<p><b>Organisational Awareness &amp; Professionalism</b></p> <p>1.2.1 Organisational Awareness 1.2.2 Time management 1.2.4 Taking Responsibility 1.2.5 Problem solving</p> <p><b>2. Community and Interagency Relations</b></p> <p>2.2.1 Networks and Stakeholders 2.2.2 Community 2.2.3 Partnerships and collaboration 2.2.4 Knowledge of community 2.2.5 Social justice</p> <p><b>3. Communication &amp; Relationship Skills</b></p> <p>3.3.2 Written communication 3.3.3 Verbal Communication</p>

<ul style="list-style-type: none"> <li>Promote SNAICC’s training and resources through presentations, conferences, workshops, information stalls etc.</li> <li>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.</li> </ul>	3.3.4 Public speaking 3.3.5 Interpersonal skills <b>6.Service Delivery</b> 6.2.1 Reflective practice 6.3.2 Knowledge of Sector Issues 6.2.3 Stakeholder outcomes
<b>Safety and Wellbeing</b> <ul style="list-style-type: none"> <li>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.</li> <li>Comply with relevant Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements &amp; training.</li> <li>Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices.</li> <li>Identify and seek appropriate resources to support staff health and wellbeing.</li> </ul>	<b>9. Risk Management, Workplace Safety &amp; Quality</b> 9.3.1 Strategy 9.3.3 Risk Management 9.3.1 Health Safety Wellbeing
<b>Quality and Compliance</b> <ul style="list-style-type: none"> <li>Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support.</li> <li>Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities.</li> <li>Ensure adherence to organisational policies and procedure to deliver consistent quality support and service.</li> <li>Actively participate in internal and external audits with responsibility for compliance</li> <li>Actively identify, monitor, and manage areas of key risk and lead appropriate escalation and responses.</li> </ul>	
<b>Common duties shared with other SNAICC staff</b> <ul style="list-style-type: none"> <li>Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.</li> <li>Assist in the evaluation of projects, activities, and functions of SNAICC.</li> <li>Arrange for the distribution and promotion of resources and publications where applicable.</li> </ul>	<b>1. Organisational Awareness and Professionalism</b> 1.2.1 Organisational Awareness 1.2.2 Time Management 1.2.5 Problem solving

<b>Selection Criteria</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Demonstrated ability to design, deliver, manage, and evaluate projects across the entire project cycle.</li> <li>• A demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people.</li> <li>• 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.</li> <li>• Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence-based reports, submissions, and briefings</li> </ul>		
	<b>Qualifications and requirements</b>	<ul style="list-style-type: none"> <li>• Qualifications or extensive experience in relevant fields.</li> <li>• Employee Working with Children Check (WWCC)</li> <li>• Current police check (no older than three months)</li> <li>• Current Driver's License</li> </ul>		
	<b>Values</b>	Cultural Safety	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
		Collaboration & trust	<ul style="list-style-type: none"> <li>• We value reciprocity and partnerships. We show curiosity rather than judgement and give people the benefit of the doubt.</li> </ul>	
		Respect and kindness	<ul style="list-style-type: none"> <li>• We are all valued and valuable. We communicate with people holistically, recognising their humanity.</li> </ul>	
Accountability and integrity		<ul style="list-style-type: none"> <li>• We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.</li> </ul>		
Staff Wellbeing		<ul style="list-style-type: none"> <li>• We are committed to the wellbeing of our staff.</li> </ul>		

<b>Health, Safety &amp; Wellbeing Requirements</b>	<ul style="list-style-type: none"> <li>• Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors</li> <li>• Comply with SNAICC WHS policies and procedures to participate in the achievement of a safe working culture</li> <li>• Where appropriate, participate in workplace inspections, accident reporting and investigations, provide information, instruction and coaching</li> </ul>
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<b>Organisational Expectations</b>	Compliance with organisational policy, procedures including code of conduct.	
<b>Approvals:</b>	<b>CEO</b> Name: Catherine Liddle Date: May 2024	<b>Director Operations and HR</b> Name: Fan Whitty Date: May 2024
<b>Acknowledgement of Incumbent</b>	I have read and understood the requirements of the position.  <b>Name: <i>(please print)</i></b>  <b>Signature:</b>  <b>Date:</b>	