

**Position Description**

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| **POSITION DETAILS** |
| **Title** | Family Violence Trainer  |
| **Type and Tenure** | Full-time 12 months contract, with the possibility of extension. |
| **Location** | Carlton, Victoria. Regular travel including regional travel to training locations around Victoria is required as part of this role including overnight stays. |
| **Reports To** | Manager, Training – Workforce Strategy and Capability |
| **Award and Agreement** | Social, Community, Home Care and Disability Services Award 2010DVRCV Enterprise Bargaining Agreement 2005 |
| **Classification** | SCHCADS Level 6.1 |
| **Salary** | $83,229.12 |

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| **CONTEXT** |
| **Organisational Context** | Domestic Violence Resource Centre Victoria (DVRCV)’s vision is to create a world in which gender equality ensures women and their children are thriving, respected and free from violence.We are a statewide organisation working across prevention and response providing:* Training courses, forums, events and workshops
* Resources for professionals, victims, friends and family
* Family violence websites and online resources
* Advocacy and policy advice
* Information and referrals
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| **Role** **Context** | DVRCV is a Registered Training Organisation (RTO) and provides training for domestic/family violence units of competency from the Community Services Training package as well as non-accredited training to meet workforce development needs from prevention to response. DVRCV trainers have family violence practice expertise and have worked in the specialist or mainstream service system supporting women and/or children who have experienced family violence. Family Violence Trainers are supported by DVRCV to develop accredited training skills as part of their employment with DVRCV.Trainers are responsible for the design and development of new, innovative training as well as the high quality delivery and evaluation of all DVRCV’s training packages as part of the Workforce Strategy and Capability Team. |

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| **KEY RESPONSIBILITIES** |
| **Stakeholder Management** | * Provide professional consultation on training development and materials to workers in related fields
* Engage in respectful, positive and strategic communication with key stakeholders
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| **Operations** | * Develop and deliver training for participants from a wide range of backgrounds and organisations across Victoria, either as a sole trainer or in a co-facilitation role
* Review participant evaluation forms and incorporate participant feedback into training and training materials
* Work within DVRCV’s quality assurance framework to ensure all training is evidence based, high quality and up to date
* Design and develop high quality training and materials relating to family for a range of audiences to support workforce development activity and meet training deliverables
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| **Project Management** | * Manage projects as requested by the Director, Workforce Strategy and Capability
* Utilise DVRCV’s project management tools to scope, design, deliver and report on projects as required
* Ensure projects are delivered on time and within budget
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| **Financial Management** | * Ensure that all costs incurred are submitted to the Team Leader in a timely manner
* Support the development of project/training budgets
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| **Risk and Compliance** | * Undertake professional development activities to maintain compliance with the Australian Quality Training Framework (AQTF)
* Proactively manage OHS risks when working off-site delivering training
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| **Organisational Expectations**  | * Work within an evidence based feminist framework that addresses all violence against women (including family violence) as a gendered issue
* Adhere to DVRCV’s values in internal activity and when representing the organisation
* Participate in and contribute to staff meetings/events/celebrations
* Identify own professional development needs and share new knowledge with others
* Support the development of new resources, policies and practice
* Assist the Front Desk as required by providing information and referral options to survivors of violence in an empathic and sensitive manner
* Adhere to all policies in the DVRCV Policy Manual
* Undertake other duties as required
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| **Key Selection Criteria** |
| **Qualifications** | * Tertiary qualification or significant experience in social work, community development, human services or welfare
* Certificate IV in Training and Assessment (desired) **or** ability to undertake Certificate IV in Training and Assessment within first 6 months of employment
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| **Experience** | * Expertise in working directly with victim/survivors of family violence or sexual assault (mandatory)
* Experience in undertaking risk assessment with victim/survivors of family violence (mandatory)
* Knowledge and understanding of feminist frameworks (mandatory)
* Family violence case management expertise and/or crisis response experience (desired)
* Expertise in the development, delivery and evaluation of training for adult learners (desired)
* Knowledge of AQTF requirements through experience in or with a Registered Training Organisation (desired)
* Detailed knowledge of the Victorian family violence sector (desired)
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| **Skills** | * Project management expertise
* Sound computer literacy and proficiency in use of Microsoft Office
* Effective time management and organisational skills
* High level written and verbal communication skills
* Public speaking skills
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| **ADDITIONAL INFORMATION** |
| **Work Health and Safety** | All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety. |
| **Drivers Licence** | A current Victorian Drivers Licence is required for this position. |
| **Police Check** | A national police record check is required as part of the recruitment process. |