

POSITION TITLE:	Senior Trainer		
REPORTS TO:	Program Manager		
POSITION CLASSIFICATION:	Part Time , Fixed Term		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement		
LOCATION:	Carlton	APPROVED BY:	Soo-Lin Quek
SALARY:	SCHADS Level 6 plus: <ul style="list-style-type: none"> <li>• Access to Salary Packaging</li> <li>• Superannuation at 9.5%</li> <li>• Annual Leave Loading</li> <li>• Generous entitlements including cultural leave options and flexible work arrangements</li> </ul>	LAST UPDATED:	February 2020

### About CMY

The Centre for Multicultural Youth (CMY) is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds. Our vision is that young people from migrant and refugee backgrounds are connected, empowered and influential Australians. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, we are working to remove the barriers young people face as they make Australia their home

#### POSITION SUMMARY:

The Senior Trainer is responsible for ensuring the effective delivery of CMY's training and resources across regions of Victoria and metropolitan Melbourne. The position will provide cohesive and effective leadership and the supervision to the training team.

The Senior Trainer is responsible for ensuring an effective training and resources team to provide improved outcomes for young people from refugee and migrant backgrounds. The position will work with teams across CMY to coordinate training needs.

#### JOB RESPONSIBILITIES:

- Lead an effective training and resource development strategy that responds to the needs of target audiences;
- Ensure the effective management of external and internal stakeholder relationships including partnerships with government and nongovernment agencies.
- Manage and deliver support and supervision to a team of trainers by undertaking meetings, planning, communications,, recruitment and PD&R processes.
- Regular monitoring and evaluation of the program against various funding and service agreements utilising extensive knowledge and expertise to inform and amend where relevant  
Analysis, data collection and problem solving to produce reports for a variety of stakeholders and where required, presentation of findings.
- Ensure internal CMY and DET reporting , funding and program management requirements are met
- Coordinate the organisation and delivery of training programs across Victoria (and potentially interstate), with the support of teams other training staff and in accordance with training strategies.

- Manage the development, revision and updating of high quality and relevant training programs, including developing facilitator guides and other resources as required, through consultation with program staff, volunteers and stakeholders having reference to legislative and policy changes (where relevant) and training evaluation outcomes.
- Ensure the development and updating of training modules, facilitator's guides, on line modules webinars and resources required.
- Undertake other training and resource development projects as agreed.
- Participate in relevant CMY cross-organisational and cross-program initiatives, working groups, strategic / operational development processes and discussions.
- Participate in team meetings and other relevant meetings and activities as directed.

#### KEY SELECTION CRITERIA:

1. Demonstrated experience in the coordination, delivery and evaluation of training to volunteers and or professionals within a range of settings. Ability to manage conflict within groups and facilitate positive group dynamics using skills and knowledge of all group members to enhance overall group learning.
2. Demonstrated experience in the development of training and training related resources across a range of mediums including for web-based and on-line formats.
3. High level project and stakeholder management skills; including the ability to communicate effectively with new and existing project partners and diverse and multiple stakeholders, manage staff, identify and understand issues, problems and opportunities, appropriately manage conflicts that arise, whilst ensuring a sound analytical and collaborative approach to support decision making across stakeholders;
4. Experience in project and training event coordination including well-developed organisational skills, excellent attention to detail, the ability to plan and coordinate an effective work program, meet deadlines and deliver training events.
5. Experience in working in the community, youth, legal, Indigenous, educational or multicultural sectors

#### QUALIFICATIONS:

- Relevant degree and/or relevant work experience;
- Certificate IV in Workplace Training and Assessment or equivalent and/or relevant work experience

#### ADDITIONAL INFORMATION:

- CMY takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Child Checks, and child safety focused referee checks;
- Applicants must have the right to work in Australia;
- CMY is an Equal Opportunity Employer;
- In the context of Occupational 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 co-operating with any measures introduced in the workplace to improve OH&S; and
- A current driver's license is required as this role requires a capacity to travel throughout Victoria

#### GENERAL REQUIREMENTS:

- Demonstrate CMY values and behaviours and comply with the Employee Code of Conduct;
- Perform all tasks in line with CMY values of Participation, Diversity and Human Rights;
- Comply with CMY policies, procedures and regulations; and
- Consistent with the strategic directions of CMY, carry out all other duties as directed

**CMY KEY OBJECTIVES AND ACTION STRATEGIES:**

1. <b>My Community</b> Young people are <i>connected, belong and contribute</i> to their families and the community.
2. <b>My Journey</b> Young people are <i>empowered to access opportunities</i> and actively shape their own futures.
3. <b>My Voice</b> Young people are <i>understood, accurately represented and influential</i> .
4. <b>My CMY</b> <i>CMY is a stronger partner and recognised leader in working with diverse young people.</i>

I have read, understood and approve the above position description:

Executive Manager .....  
Name

Executive Manager ..... Date ..... / ..... / .....  
Signature

I have read, understood and accept the above position description:

Employee Name .....

Employee Signature ..... Date ..... / ..... / .....