

JOB DESCRIPTION

Job Title	Casual Trainer (CT)	Division / Location	Jigsaw HQ – Frenchs Forest
Employment Type	Casual	Career Band	Support

Jigsaw has a very simple vision for the future; it is an Australia in which people with disability are fully included in the workforce.

Jigsaw’s mission is to support people with disability to successfully secure mainstream employment at a rate exceeding the national benchmark, through the targeted intervention of a work-based training program.

We ask that you actively promote and model the mission and values of Jigsaw to support the growth of Jigsaw’s culture, performance and brand. Be part of asking ‘WHAT IF?’ every day, while demonstrating the values of the organisation:

- Our community is built on inclusiveness, equality and empowerment
- We approach everything we do with innovation and dynamism
- Our social enterprises will always be responsive, sustainable and excellent
- Our work will make a contribution and have impact

Trainers are responsible for assisting Trainer and Business Leads in delivering business outcomes, while training and developing each Team Member. Casual Trainers build professional and personal relationships with trainees based on mutual respect, enabling and empowering individuals to reach their employment goals.

Key Accountabilities:

- **Assist Business Leads to deliver on business contract outcomes**
 - Support Trainees to help achieve the business targets assigned to each team on time and to quality standards
- **Assist Trainer Leads to manage the training and development of each team member, against employment outcomes**
 - Assist to ensure the relevant, meaningful, timely delivery of training content and strategies to each team member
 - Assist Trainer Leads to monitor and track the progression of each team member against employment outcomes (Jigsaw’s Workforce Values).
- **Maintaining the safety and professionalism of the Jigsaw environment**
 - Promote and role model appropriate behaviour to support Jigsaw’s culture, performance and brand
 - Adhere to all health and safety policies and procedures of Jigsaw and take all reasonable care that your teams or your actions or omissions do not impact on the health and safety of others
 - Ensure environment is supportive, respectful, professional, fun, and safe at all times

Reporting & Requirements	<ul style="list-style-type: none"> ● Reports to: Training and Development Manager ● Directs to: Nil ● Member of: Jigsaw HQ Frenchs Forest
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This job description defines the broad responsibilities of this position which may change based on organisational need.

Approved By:		Date:	
Last Updated By:	Lee Desmidt	Date:	14.01.2020