



ourcommunity.com.au

Where not-for-profits go for help

COMMUNITY TRAINER POSITION DESCRIPTION

About Our Community

The [Our Community Group](#) provides advice, connections, training and easy-to-use tech tools for people and organisations working to build stronger communities.

Our partners in that work are not-for-profit organisations and social enterprises; government, philanthropic and corporate grantmakers; donors and volunteers; enlightened businesses; and other community builders.

Our vision centres on social inclusion and social equity. Our dream is that every Australian should be able to go out their front door and stroll or wheel to a community group that suits their interests, passions and needs - or log on and do the same.

We want to help make it easy for people to join in, learn, celebrate, worship, plant trees, play a game, entertain, and be entertained, care and be cared for, support others and be supported, advocate for rights and celebrate diversity. To get involved. To be valued.

About the role – Community Trainer

We are seeking a full-time enthusiastic, energetic professional trainer to join our busy [Institute of Community Directors Australia \(ICDA\)](#) team. You will work with us to deliver training for the not-for-profit sector across the length and breadth of Australia and across a range of disciplines, including fundraising and governance.

You will be responsible for delivering training and providing associated support for not-for-profit staff and volunteers enabling them to become more effective in their organisations. As Community Trainer, you will have responsibility for the development of new training material and associated content, the delivery of various short courses and webinars and the delivery of our core offering the Diploma of Governance. As part of the team, you will deliver the Diploma of Governance units and have responsibility for marking assignments, preparing associated reports, and providing trainee support via email and phone.

Your day-to-day tasks will vary a lot, but it's all focused on making not-for-profit organisations more efficient and effective.

Job tasks and responsibilities

- Coordinate, develop, deliver, and evaluate a range of training programs (programs are delivered Australia wide including capital cities and rural locations).
- Participate in the ongoing evolution and refinement of our range of training programs and support materials (aimed at directors, managers, and staff).
- Identify training methods that will successfully meet the needs of trainees' differing levels of technical proficiencies and skills.
- Analyse data and identify emerging training and/or knowledge gaps.
- Develop and support effective, strategic partnerships with key stakeholders including local government, community organisations and Not-for-Profits.
- Liaise with clients, to capture feedback and as well as ensuring feedback is reflected in our ongoing training programs and curriculum.

- Create and maintain support documentation, training materials and online training videos.
- Maintain the training administration and documentation system and provide support to the ICDA team as required.
- Assist with the development of submissions and reports as part of tender responses or requests for services.
- Provide other support and assistance to the team as required.

Skills, Qualifications and Experience

Must have:

- Tertiary qualification in community development, business, governance, education, or related discipline.
- A record of achievement in preparing and delivering accredited training to diverse client groups, face to face and via live and pre-recorded webinars.
- Extensive experience in planning, delivering, and evaluating training, particularly in the areas of governance, business, volunteer management or fundraising.
- Demonstrated understanding of governance principles as they relate to Boards and Committees.
- Excellent written and verbal communication skills, including high-level interpersonal skills to engage and educate trainees of all ages, backgrounds, and levels of experience.
- Demonstrated ability to build, maintain and manage strategic relationships and partnerships, including productive and supportive relationships with students and training participants.
- Strong project planning, time management and organisational skills
- Ability to work independently and as part of a team and respond flexibly to team demands and priorities.
- Experience in assessing capabilities of students and designing programs to meet individual learning needs.
- Experience working with or an appreciation of the dynamics of local government and community sector organisations.
- High level initiative, problem solving and judgement skills.
- Current driver's license

Nice to have (but not essential):

- Certificate IV in Training and Assessment (TAE40116), a Diploma of Vocational Education and Training (TAE50116) or a Diploma of Training Design and Development (TAE50216).
- Qualifications in Governance. Where this qualification is not held the successful applicant will be required to gain this certificate quickly (on the job).
- Experience either sitting on, or working closely with, boards or committees, preferably in the not-for-profit environment.
- Experience in not-for-profit fundraising and grant submission writing.
- Experience in working with culturally diverse communities.
- Experience in running webinars and developing training videos.
- Flexibility in thinking and coping with multiple and changing priorities.
- Ability to cope with some travel and varying work hours.

Other relevant information:

The nature of this role is quite varied and can be structured as a full-time position or a part-time job share arrangement.

We welcome parents returning to the workforce and would be happy to consider job share arrangements for the right candidate.

The Our Community office is located at 552 Victoria Street, North Melbourne. We work in a modern, bright, art filled, open plan office and operate in a fairly informal manner, we usually share our office with Betsy the Office greyhound.

This position is required to undertake inter and intra state travel to deliver face to face training programs. While face to face training is not currently being delivered, when current COVID restrictions are lifted, it is anticipated travel requirements will be approximately 7 days per month.

When in the office, the position will operate to standard business hours 9am to 5pm Monday - Friday; however, training is often scheduled for evenings (and occasionally on the weekend), and where interstate and rural travel is required, which will involve overnight stays. Time off in lieu is given as mutually agreed.

The successful candidate:

- Must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.
- Will be required to undertake a Police Check.
- Will be subject to a probationary period of three (3) months.