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| **A Gender Agenda****Position Description****Training Coordinator** |  |
| **Incumbent** | **Reports To** | **Date** |
| Vacant | Operations Manager | June 2022 |
| **Position Purpose** |
| The Training Coordinator is primarily responsible for the development and delivery of a wide range of community based training and education programs for A Gender Agenda (AGA).  |
| **Main Tasks and Responsibilities** |
| * Develop guiding principles, strategies and plans for community based training and education programs for AGA
* Determine community based education, training and development priorities based on assessed needs, impact and available resources
* Design, conduct and/or broker the delivery of community based education and training programs from a variety of resources
* Research, evaluate and select outside consultants and trainers to meet training and education needs as appropriate
* Assist in preparing budgets and developing the administrative framework required to support education, training and development programs and initiatives
* Contribute to the formulation and review of policies, procedures, training methods and schedules to support education and training operations and initiatives and to ensure continuous improvement across all areas of delivery, management and administration
* Assist in the development of an annual training plan and communicate the plan through a comprehensive Training Calendar
* Evaluate, measure and report on the effectiveness of training, education and development programs
* Develop and maintain effective record management systems, which ensure confidentiality of program participants and meet the requirements of the organisation
* Ensure target and performance indicators are achieved in accordance with business objectives and contracted targets.
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| **Corporate Requirements** |
| * Participate as an effective team member within AGA, including assisting other members of the team when required.
* Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus.
* Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation’s Work Health and Safety Policy.
* Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring all employees and stakeholders are treated with dignity and respect.
* Strive to create an inclusive culture in which difference is recognised and valued
* Be conversant with policies and procedures relevant to this position and the workplace.
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| **Skills, Knowledge, Experience (Key Selection Criteria)** |
| **Essential*** Certificate IV in Training and Assessment and substantial experience in the design, delivery and evaluation of education, training and/or development programs.
* Demonstrated ability to successfully market training programs with strong influencing and persuasion skills
* Excellent presentation and public speaking skills
* Demonstrated reliability in meeting deadlines and commitments, with an ability to set realistic goals, problem-solve and establish work priorities
* Excellent verbal and communication skills, with the ability to communicate at all levels
* Demonstrated interpersonal, facilitation and negotiating skills, including the ability to effectively establish partnership arrangements with other organisations
* Proven ability to take initiative and work with limited supervision, but also able to work collaboratively with a small diverse team to meet the needs of management, stakeholders and the community
* Proficient in the use of computers, including Windows environment and Microsoft Office applications, etc.
* Lived experience and /or a strong identification of engaging effectively and working collaboratively with diverse communities, including members of the Lesbian, Gay, Bisexual, Trans, Intersex and Gender Diverse communities
* Must have valid Working with Vulnerable People Registration (WWVP)

**Highly Desirable*** Demonstrated experience within the not for profit sector
* Tertiary qualifications relevant to the position (eg. Social Work, Psychology, etc.)
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