

## Position Description

# Training & Development Facilitator

Reports to: Project Manager  
SNAICC Level: 7

FTE: 1

Business Unit: Programs  
Direct Reports: N/A

## Position summary

The Training and Development Facilitator position supports SNAICC’s Programs unit to provide culturally safe, trauma informed and secure services to Aboriginal and Torres Strait Islander community-controlled organisations and non-Indigenous services across Australia. The Training and Development Facilitator will play a lead role in the development and delivery of SNAICC training suites.

The Training and Development Facilitator will report directly to the Manager Sector Engagement & Innovation and develop and deliver training to support Aboriginal and Torres Strait Islander community-controlled organisations and non-indigenous services across Australia in metropolitan, rural, and remote settings.

Considerate travel is required for the role, with intra and interstate, and into remote and very remote communities.

SNAICC’s Programs Unit aims to build the capacity of Aboriginal and Torres Strait Islander community-controlled organisations and mainstream non-government organisations to ensure children have access to high-quality, sustainable, culturally safe, and secure services in the early childhood education and care sector. The primary focus is to support the growth and development of the community-controlled early childhood education and care sector across the country. The Programs Unit works to establish partnerships, provide guidance, and facilitate collaboration between community-controlled organisations and mainstream non-government organisations, promoting cultural safety and inclusivity in service provision. The Programs Unit strives to enhance the accessibility, quality, and sustainability of services for Aboriginal and Torres Strait Islander children, ensuring their holistic development and well-being.

## Key responsibilities

- Lead the development and delivery of training programs and resources for staff in child and family welfare and early childhood services, including building effective relationships with Aboriginal and Torres Strait Islander and non-indigenous services.

### SNAICC Competency Framework

**Organisational Awareness & Professionalism**  
 1.2.1 Organisational Awareness  
 1.2.2 Time management  
 1.2.4 Taking Responsibility  
 1.2.5 Problem solving

- Have strong trauma informed approach.
- Support the identification of training and capacity building needs of the Aboriginal and Torres Strait Islander Early Years sector through engagement both internally within SNAICC and externally with the sector.
- Stay abreast of contemporary training practices to ensure effective and accessible models of delivery (including online and blended or flexible delivery models).
- Liaise with other contractors and consultants as required in the development and delivery of projects as required.
- Promote SNAICC’s training and resources through presentations, conferences, workshops, information stalls etc.
- Initiate and lead other training activities as required, including liaison with community, partners, and stakeholders, using, and building on skills and understandings of community based interagency coordination and collaboration.

**Common duties shared with other SNAICC staff**

- Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.
- Write reports, articles and provide information for the SNAICC website, newsletter and other SNAICC publications as required.

**Significant relationships:**

**External**

- SNAICC membership
- Broader Aboriginal and/or Torres Strait Islander family and children’s service providers
- Other contractors/ casual trainers
- Funding bodies (govt & non-govt)

**Internal**

- Community Program Team members
- Members of other SNAICC Teams; Programs, Policy and Research, and Office of the CEO

**2. Community and Interagency Relations**

- 2.2.1 Networks and Stakeholders
- 2.2.2 Community
- 2.2.3 Partnerships and collaboration
- 2.2.4 Knowledge of community
- 2.2.5 Social justice
- 3.3.5 Interpersonal skills

**6. Service Delivery**

- 6.2.1 Reflective practice
- 6.3.2 Knowledge of Sector Issues
- 6.2.3 Stakeholder outcomes

**9. Risk Management, Workplace Safety & Quality**

## Key selection criteria

### Knowledge & experience

- Broad knowledge and understanding of human rights and issues impacting upon Aboriginal and Torres Strait Islander children and families and commitment to the rights, needs and aspirations of Aboriginal and Torres Strait Islander children and families.
- Demonstrated ability to work and liaise with Aboriginal and Torres Strait Islander people and organisations and facilitate their involvement in projects, policies and consultation processes.
- Awareness of trauma informed approaches to Aboriginal and Torres Strait Islander people and communities.
- Excellent project management skills including the ability to work collaboratively with project stakeholders, develop and implement work plans and meet deadlines.
- Excellent writing skills, including demonstrated ability to produce high-quality policy documents, evidence-based reports, submission, and research papers.
- Demonstrated ability to think conceptually and analytically including the ability to analyse the underlying causes of social and economic disadvantage.
- Excellent interpersonal and verbal communication skills.
- Ability to work as part of a team from diverse cultural backgrounds, to manage competing demands and to seek and offer support as appropriate.

### Qualifications & requirements

- Undergraduate Degree or other relevant tertiary qualifications (or equivalent experience)
- Employee Working with Children Check (WWCC)
- Current police check (no older than three months)
- Current Driver's License
- Considerate travel is required for the role, with intra and interstate, and into remote and very remote communities.

## Who we are

**SNAICC – National Voice for our Children** is the national non-government peak body for Aboriginal and Torres Strait Islander children and families, and the sectors that support them.

Since 1981, we have been a strong National Voice representing the interests of Aboriginal and Torres Strait Islander children, families, communities and organisations across Australia.

Our work focuses on three key areas: research and policy, advocacy and sector development engagement and innovation.

SNAICC is governed by a Board of Directors and a Council made up of Aboriginal and Torres Strait Islander community-controlled organisations and leaders from the early years, child safety, development and wellbeing sectors.

## Vision

Aboriginal and Torres Strait Islander children and young people thriving in culture, raised within strong families and self-determining communities, empowered to reach their full potential.

## Purpose

We engage and amplify the voices of children, young people, their families, communities and our members to drive and influence progress for the fulfilment of the rights of our children through culturally-led, self-determined, and evidence-based approaches, systems and structures.

For more information about SNAICC, visit our [website](#) and view our [Strategic Plan 2025-2028](#)

## Our shared values

- **Cultural safety:** Aboriginal ways of knowing, doing and being are our foundation and embedded in all aspects of our business activities. We expect cultural humility from those we work with.
- **Collaboration & trust:** We value reciprocity and partnerships. We show curiosity rather than judgment and give people the benefit of the doubt.
- **Respect & kindness:** We are all valued and valuable. We communicate with people holistically, recognising their humanity.
- **Accountability & integrity:** We do what we say we will. We accept individual and shared responsibility for our actions and outcomes.
- **Staff wellbeing:** We are committed to the wellbeing of our staff.

## Organisational expectations

- Compliance with organisational policy and procedures, including code of conduct.
- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards, and injuries.
- Participate in and contribute to Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors.
- Comply with Workplace Health and Safety legislation, standards, SNAICC WHS policies and procedures to participate in the achievement of a safe working culture.
- Where appropriate, participate in workplace inspections, accident reporting and investigations and provide information, instruction and coaching.

## Acknowledgement of incumbent

**I have read and understood the requirements of the position.**

Name:

Signature:

Date: