



Training Coordinator

Job Description + Selection Criteria

Applications close **Sunday 21 June 2026**



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Purpose To coordinate logistics, resources and practicalities for Evolve's training courses.

Contract Type Part time.

Hours **0.8 = 4 days per week:**
Days to be agreed, with flexibility to suit the successful applicant.

Remuneration **\$70,200 per year, pro rata.**

Reporting This position reports to the Training Manager.

Location We are currently based at Level 1, 20 Southport St, West Leederville WA 6007.

However, we will be moving to a new premises later in 2026. While the location is yet to be finalised, it will be centrally located.

About Us Evolve WA is a bespoke training company offering a range of innovative services to help people develop and organisations evolve.

At Evolve, we offer a range of practical training solutions designed to meet the needs of the private, government and community sectors.

Evolve is not an RTO. evolvewa.com.au

Eco-friendly workplace We strive to minimise our environmental footprint and maintain an eco-friendly workplace. We have a range of measures to ensure the sustainability of our operations.

Inclusive workplace Our workplace is **proactively welcoming and inclusive** of people of all ages, genders, sexuality, ethnicity, (dis)ability, parental status, health situation and personal quirks. The premises is wheelchair accessible and we will go out of our way to accommodate any cultural, health, family or other special needs.



Mentally healthy workplace We aim to be a positive and mentally healthy workplace by taking specific steps to ensure a **supportive, warm and caring environment.**

While maintaining professionalism, we also seek to be a **fun, playful and creatively fertile workplace.**

As a wellbeing organisation, we are very **proactive about staff mental health.**

Staff also get free access to all of our [public training courses.](#)

Roles and Responsibilities

Help deliver Evolve's training courses as follows:

Custom Training Courses

- Coordinate logistics for all bookings.
- Process new bookings including finalising booking confirmation documents to send to custom clients.
- Prepare and print training materials.
- Prepare documentation such as records and booking forms, as required.
- Liaise with content team to ensure customised materials are ready for preparation.
- Pack trainer and participant packs for courses.
- Assist with travel and accommodation bookings for trainers.
- Liaise with clients to ensure all requirements are understood for training delivery.
- Coordinate and confirm practical logistics with custom clients.
- Manage venue requirements for clients using Evolve's venue, including set-up, catering and resources.
- Print, collate and prepare custom training packs.
- Monitor training voucher issue dates – coordinate the use of vouchers before expiry.
- Coordinate new dates with postponed/rescheduled training clients.

Other

- Attend team meetings.
- Assist with other roles such as reception and public training calendar coordination, if required.
- Other tasks as requested.

Selection Criteria

Essential

1. At least **two years' experience** in an events or training coordination role.
2. **Systems-oriented** approach, with excellent **attention to detail**.
3. A **continuous improvement** focus, with a commitment to delivering **well organised, seamless and fabulous events**.
4. An organised approach with strong **general administrative and time management skills**.
5. **Strong written English** for clear, accurate and grammatically correct client correspondence.
6. Excellent computer literacy and strong skills with the **Microsoft Office suite**.
7. **Positive and inclusive attitude** towards diverse groups and philosophical **alignment with Evolve's values** (see next page).

Desirable

8. **Experience with [monday.com](https://www.monday.com)**, or similar booking management system.
9. Background in the **training sector** would be very helpful.
10. **Studies in a relevant area** such as event management or administration optional but well regarded.

MISSION

To deliver innovative, high-quality professional development and community education courses and special initiatives, which help people, organisations and communities evolve

OBJECTIVES

S

Sustainable Growth

We're expanding, diversifying and evolving

E

Excellence

Our services are high-quality and great value

R

Responsiveness

We're client-driven, attentive to needs and easy to deal with

V

Versatility

We're collaborative, flexible and innovative

E

Empathy

We care about people and share our resources with those in need

VALUES & CULTURE

Operate ethically, with accountability and transparency, and achieve triple bottom line success.

Integrity

Daring Innovation

Brave uncertainty and embrace informed risk to nurture creativity and grow bold new ideas.

Committed to a culture of kaizen: continuous improvement. We are flexible, nimble and always looking for better ways.

Continuous Improvement

Community Care & Social Conscience

Promote social justice, human rights, sustainability and human wellbeing, and walk-the-talk in our own community.

Celebrate and build on staff strengths and passions to enhance capacity and fulfil potential.

Strengths-Based Practice

Inclusion

Celebrate and include people of all genders, sexuality, ethnicity, (dis)ability, family status, health and personal quirks.



Selection Process

What	When
If you have questions not answered in this document, please contact evolve@evolvewa.com.au	Now
If you would like to apply, please send your application to office@evolvewa.com.au including: <ul style="list-style-type: none">• A succinct letter, summarising your suitability and availability• Your CV• Contact details for at least two referees	Received by Sunday 21 June 2026
Interviews offered. If you have not heard from us, please assume that you have not been selected for interview.	By 26 June
Interviews held.	Week of 29 June
Final selection and offer made. We will contact unsuccessful interviewees to advise of the outcome.	Week of 6 July

We hope that the new staff member will start **in July 2026**.

Thank you for your interest.