

# CHILDREN BY CHOICE

## POSITION DESCRIPTION

<b>Position Title:</b>	Training Lead
<b>Reports to:</b>	Team Leader, Sector Development
<b>Direct Reports:</b>	Nil (coordinates sessional and contracted facilitators as required)
<b>Date:</b>	July 2026
<b>Award:</b>	SCHADS
<b>Award:</b>	Level 5 Children by Choice can offer salary sacrifice up to \$15,900 per year tax-free for general living expenses. Additionally, employees can salary sacrifice up to \$2,650 per year for meals and entertainment, bringing the potential tax-free benefit to \$18,500 annually.
<b>Employment Status:</b>	Permanent Part Time
<b>Hours:</b>	30 hours per week / 0.8 FTE (4 days per week)
<b>Location:</b>	HYBRID - Milton, Brisbane

## ABOUT CHILDREN BY CHOICE

Children by Choice is a proudly feminist, values-driven organisation working to advance reproductive rights and equity across Queensland. We provide all-options pregnancy support & counselling, education, advocacy, and consumer engagement, ensuring every person can make informed choices about pregnancy, parenting, kinship care and abortion care.

Children by Choice holds the following values: Pro Choice. Collaborative. Compassionate. Feminist. Integrity.

***It is a genuine requirement of this position that the Pregnancy Options Specialist is a woman as per the exemption granted to Children by Choice by the Queensland Industrial Relations Commission. [Children by Choice Association Inc. is exempt from the operations of sections 14, 15, 15A, 124, and 127 of the Anti-Discrimination Act 1991 in relation to attribute in s 7(a).]***

## PURPOSE OF THE ROLE

The Trainer is responsible for leading, organising and facilitating Children by Choice's training and education program (both funded and fee-for-service). The training is delivered both in-person

Leaders in protecting, supporting and advancing reproductive rights.

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and online, to Queensland Health and Hospital and Health Service staff, community organisations and services, and consumers, as well as responding to interstate and national training requests.

This role combines hands-on facilitation with the coordination and adaptation of training content to suit different audiences, settings and delivery modes. The Trainer ensures training is well organised end-to-end, from scheduling and logistics through to delivery and evaluation, and that content and activities are thoughtfully adapted for each audience while staying grounded in CbyC's training methodology.

The role requires grounded knowledge of transformative learning theory, Values Clarification and Attitudes Transformation (VCAT), adult learning principles, and instructional design, paired with confident, skilled facilitation of values-based and sometimes sensitive content. The Trainer works closely with the Team Leader and Director of Sector Development and the wider Sector Development team, and is anchored in feminist principles, reproductive justice, and trauma-informed practice.

## **KEY RESPONSIBILITIES**

### **Training Leadership & Organisation**

- Lead the planning, scheduling and organisation of CbyC's training calendar across Queensland Health and Hospital and Health Service sites, community organisations, consumer programs, and national training requests.
- Coordinate the logistics of in-person and online training delivery, including venue and platform bookings, participant communications, materials preparation and resourcing.
- Maintain accurate records of training delivery, attendance and outcomes to support reporting and contract acquittal.
- Work with both the team leader and Director to ensure training delivery aligns with annual workplans, funding agreements and emerging sector needs.
- Identify and escalate scheduling conflicts, capacity constraints or delivery risks early, proposing practical solutions.

### **Training Facilitation (Hybrid)**

- Facilitate CbyC training programs to a high standard in a dynamic and engaging way both in-person and online/virtual formats, including Hospital and Health Service staff, GPs and allied health professionals, community organisations, and consumers.
- Create and maintain a psychologically safe, inclusive learning environment for participants engaging with values-based and sometimes confronting content.
- Apply Values Clarification and Attitudes Transformation (VCAT) methodology and transformative learning approaches (e.g. Mezirow, Kolb) to support genuine practice and attitude change.
- Co-facilitate with colleagues, sessional trainers and contractors as required, providing in-session guidance to strengthen facilitation quality and consistency.
- Respond to training requests from interstate and national stakeholders, adapting delivery format and logistics accordingly.

### **Adaptation of Training Content & Activities**

- Adapt CbyC's approved training content, activities and resources to suit the needs, context and prior knowledge of different audiences, clinical, community, consumer, and national.
- Tailor delivery format, pacing and activity design for in-person versus online/virtual delivery, ensuring learning objectives are met regardless of mode.
- Apply adult learning principles and instructional design practice to ensure training is engaging, accessible and appropriately sequenced.
- Identify gaps or opportunities for improvement in existing training content and flag these to line manager.
- Ensure all adapted materials remain consistent with CbyC's branding, evidence base and quality standards.

### **Evaluation of Training**

- Lead the collection and analysis of training evaluation data (pre/post surveys, participant feedback, facilitator observations) across all training streams.
- Use evaluation findings to inform continuous improvement of training content, activities and facilitation approach.
- Prepare evaluation summaries to support internal reporting, funding acquittals and Management Committee briefings.
- Monitor training participant satisfaction and learning outcomes against agreed targets.

### **Stakeholder & Sector Engagement**

- Build and maintain effective working relationships with training contacts across Queensland Health, Hospital and Health Services, community organisations, and key stakeholders.
- Represent Children by Choice professionally in training and sector engagement settings, modelling CbyC's values and inclusive practice.
- Respond to national training enquiries and scope interstate delivery opportunities.

### **Organisational Contribution**

- Contribute to Sector Development team planning, reflective practice and continuous improvement activities.
- Participate in organisational meetings, quality improvement activities and child-safe compliance processes.
- Undertake other duties consistent with the role and classification level as required.

## **SELECTION CRITERIA**

### **Essential:**

- Tertiary qualification in education, public health, social work, nursing or a related field, or equivalent demonstrated experience in training facilitation and adult education.
- Grounded knowledge and practical application of transformative learning theory, Values Clarification and Attitudes Transformation (VCAT), adult learning principles (andragogy), and instructional design.
- Demonstrated experience facilitating training to diverse professional and community audiences, both in person and online/virtually.

- Skilled and confident facilitator able to navigate sensitive, values-based content and create safe, inclusive learning environments.
- Demonstrated ability to develop and adapt training content, activities and delivery approach to suit different audiences, contexts and modes of delivery.
- Experience using evaluation frameworks and participant feedback to inform training improvement.
- Strong organisational and coordination skills, with the ability to manage a busy training calendar and competing priorities.
- Confident user of digital tools for online/virtual facilitation, content development and learning management systems, including Microsoft 365, Canva, and virtual facilitation platforms.
- Current Blue Card, police check, and driver's licence.
- Willingness to travel regularly across Queensland and interstate, including regional and remote areas, with occasional evening or weekend work.
- Commitment to the vision, mission and values of Children by Choice, including support for reproductive justice and abortion access.

**Desirable:**

- Formal qualification or certification in training and assessment (e.g. TAE40116 Certificate IV in Training and Assessment).
- End-to-end project management experience
- Knowledge of Queensland health system structures, clinical service pathways and workforce capability frameworks.
- Experience working in reproductive health, sexual health or stigmatised service contexts.
- Experience facilitating or coordinating training at a national or multi-jurisdictional level.
- Knowledge of Child Safe Standards, the Human Services Quality Framework (HSQF), and nonprofit governance.

## PERFORMANCE MEASURES

- Successful delivery of the agreed training calendar across Queensland Health, Hospital and Health Service, community, consumer and national training streams.
- Training participant satisfaction consistently above 95%.
- Training content and activities are demonstrably adapted to suit different audiences and delivery modes (in-person and online).
- Evaluation data is collected, analysed and used to inform continuous improvement on an ongoing basis.
- Training is well organised, with logistics, scheduling and records managed accurately and on time.
- Manages time and workload independently, problem-solves with initiative, and presents solutions (not just problems) to leadership.
- Demonstrated alignment with organisational values, feminist practice and child-safe standards.

We appreciate the time and effort of all applicants. Please note that only those shortlisted for an interview will be contacted.

Children by Choice is committed to child safety and wellbeing. We have zero tolerance for child abuse and welcome applications from people who share our values. Our service values diversity

and acknowledges that inclusive spaces generate creativity and innovation in perspective and problem solving while producing more sustainable and effective outcomes.