

## POSITION DESCRIPTION

# Training Coordinator

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| <b>Period:</b>           | One year fixed term role (with possible extension subject to funding)                                                                                                                                                                                                                                                                                    |
| <b>Location:</b>         | Location is flexible within Australia with access to reliable computer and internet services                                                                                                                                                                                                                                                             |
| <b>Checks:</b>           | National Police Check, Working with Children Check                                                                                                                                                                                                                                                                                                       |
| <b>Hours and Salary:</b> | 0.6 FTE (3 days per week/6-day fortnight)<br>Between EA Level 2.1-2.4 ( <a href="#">2024 EA</a> ), (\$83,160.48 - \$89,177.92 pro rata) depending on experience.<br>12% Superannuation<br>17.5% leave loading (based on 4 weeks leave pro rata)<br>Generous Not For Profit Salary Packaging available up to \$15,900 on meals and entertainment \$2,650. |
| <b>Team:</b>             | Training team                                                                                                                                                                                                                                                                                                                                            |
| <b>Supervisors:</b>      | Mira Bouchmouny, Operations Director                                                                                                                                                                                                                                                                                                                     |

## POSITION PURPOSE

InterAction for Health and Human Rights (InterAction) is the leading national body by and for people with intersex variations. InterAction is here for all people with innate variations of sex characteristics (IVSC) and our families. We promote the health, human rights, self-determination and bodily autonomy of intersex people in Australia. Our goals are to help create a society where our bodies are not stigmatised, and where our rights as people are respected, protected and fulfilled. To do this, we build community, evidence, capacity, and education and information resources. We deliver our work through psychosocial support, peer support and advocacy programs, including via the [InterLink](#) project.

The training coordinator role is a 0.6 FTE role, with a focus on the development and delivery of InterAction's Yellow Tick training program. This role will work in close collaboration with the policy team, InterLink service team and Peer support team. The coordinator will be responsible for maintaining the training content by ensuring it is up to date and represents a collaborative and community codesign process. They will be responsible for upskilling and training casual staff and subcontractors to deliver the training. They will be responsible for marketing to and coordinating with stakeholders to complete Yellow Tick and E-learning training. They will support in highlighting

gaps in knowledge of IVSC with stakeholders, allied organisations and first line health responders to improve understanding and awareness of people with an IVSC.

People born with an intersex variation are highly encouraged to apply.

## **DUTIES & RESPONSIBILITIES**

The role will involve:

- Developing, delivering, promoting and brokering training content and programs, including our Yellow Tick and E-learning programs.
- Coordinating contract training facilitators with lived experience to deliver training programs and co-design new content.
- Ensuring training content and sector development initiatives are in line with the demands of the Darlington Statement – <https://darlington.org.au/statement/>.
- Establishing and coordinating professional communities of practice.
- Engaging, as required, with schools, universities and other industry and community-based education services to ensure an integrated approach to education relating to innate variations of sex characteristics, and people with them.
- Developing, communicating and delivering an annual training plan and program.
- Growing income from training activities.
- Coordinating development of professional training programs and sector-specific professional development, with a goal of co-designing continuing education programs for clinical and allied health professionals.
- Evaluating, measuring and reporting on the effectiveness of training activities and programs and identifying new opportunities.

The role will also involve:

- Preparing budgets and administration frameworks needed to support training activities.
- Identifying project partners and co-design partners, including both community and professional stakeholders.
- Development and maintenance of effective record management systems, ensuring confidentiality of training program participants.

## **SKILLS AND PERSONAL ATTRIBUTES**

This position requires a demonstrated track record of direct training provision in a diverse and multidisciplinary organisation and the ability to work independently with limited supervision.

## Key Selection Criteria

### Essential

- Certificate IV in Training and Assessment (or equivalent).
- Substantial experience in the design, delivery and evaluation of education, training and/or development programs.
- Experience developing sector-specific educational resources, including in allied health.
- Demonstrated ability to successfully market training programs, with strong influencing and persuasion skills.
- Demonstrated understanding of the medical, social and legal issues and experiences of IVSC (intersex) community members (including children and parents).
- Effective co-ordination and team-building skills to engage and motivate stakeholders including staff, contractors and external partners, developing capability and potential in others to achieve organisational goals and objectives.
- Excellent presentation and public speaking skills.
- Excellent time management skills and demonstrated reliability in meeting deadlines and commitments, with an ability to set realistic goals, problem-solve and establish work priorities for self and others.
- 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 remotely with limited supervision, but also able to work collaboratively with a small diverse team to meet the needs of management, stakeholders and community, and seek supervision when needed.
- Highly developed interpersonal, communication and negotiation skills and the capacity to build and maintain good working relationships with key stakeholder including paid and unpaid staff, community partners, media, service providers and other stakeholders.
- Proficient in the use of computers and online systems, including graphic design software, backend content management systems, Google Docs and cloud storage systems.
- Lived experience and /or a strong identification of engaging effectively and working collaboratively with diverse communities, including people with innate variations of sex characteristics (intersex variations/differences of sex development), and members of the Lesbian, Gay, Bisexual, Trans, Gender Diverse and Brother Boy and Sister Girl communities.
- A valid working with children registration and national police check, either valid at time of appointment, or validly completed immediately prior to confirmation of appointment.

### Desirable

- Experience working with First Nations and Multicultural communities is highly desirable.
- Experience interpreting and applying accreditation, regulatory, and professional development frameworks to ensure training programs meet Continuing Professional Development (CPD) requirements and industry compliance standards across multiple sectors.

### Reporting Relationships

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|--------------------------|---------------------------------------------------------------------------------------------|
| Supervisors:             | Operations Director                                                                         |
| Supervisory positions:   | Casual Trainers, Training Subcontractors                                                    |
| Other key relationships: | Policy Program Lead/Executive Director, InterLink Service Manager/Deputy Executive Director |

### Working from Home

This position is home based from any location within Australia with access to reliable computer and internet services, using the applicant's own computer. Applications are encouraged from people living in all states and territories.

### WHY WORK for InterAction for Health and Human Rights?

- Work from home, anywhere in Australia.
- Generous Not For Profit Salary Packaging available.
- Flexible working arrangements.
- Inclusive, supportive, friendly and positive team culture.
- Access to Employee Assistance Program.
- Working within a rich learning environment in an intersex community controlled health and human rights charity.

### TO APPLY

To be considered for this position, evidence of qualification or relevant experience; National Police Check of six months currency; and current or demonstrated ability to obtain working with children check are required.

To apply for this position, please provide a brief cover letter, your Resume/CV and a **two (2) page document** addressing the **key selection criteria** and **duties and responsibilities**, along with any other documentation relevant for this position.

Applications close **Monday 3rd of August 5pm AEST**

If you have a disability, including a physical, mental health, intellectual, neurological or sensory difference, we encourage you to let us know about any adjustments that could help during the application or assessment process.

You won't be disadvantaged for asking. In fact, we want everyone to have the chance to show their strengths and compete on a level playing field.

### **Enquiries**

For further information about the position, email Mira Bouchmouny, Operations Director, at [info@interaction.org.au](mailto:info@interaction.org.au) using the subject line: **Training Coordinator Position**.

## **ORGANISATIONAL VALUES AND CULTURE**

### **Contribution to InterAction for Health and Human Rights Values and Culture**

InterAction for Health and Human Rights is an independent support, education and policy development organisation, by and for people with intersex variations or traits. Our work focuses on human rights, bodily autonomy and self-determination, and on evidence-based, patient-directed healthcare.

InterAction for Health and Human Rights values are:

**Expertise** - We recognise that intersex people are the experts on intersex health and human rights. "Nothing about us, without us."

**Passion** - We work passionately with a commitment to the pursuit of human rights and improved health outcomes for intersex people and their families.

**Teamwork** - We work respectfully and in collaboration with other communities, including the LGBT, people with disabilities, multicultural, and medical communities.

**Professionalism** - We work with professionalism and excellence in all that we do.

**Accountability** - We work in an open and transparent way, as an organisation and as individuals representing the organisation. We are accountable to our members and operate with good governance.