



Position Description

Title	Education and Training Officer
Team	Advocacy and Education Team
Reporting to	Advocacy and Education Manager
Role Location	This position is primarily based out of Level 2, 81 Flinders Street, Adelaide 5000
EBA classification	N/A
Direct Reports	N/A
Type of Employment	Casual
Duration	3 months
Hours per week	No set hours per week
Wages	\$78.93 per hour
Reviewed	June 2026

Organisational Context

The Working Women's Centre is a not-for-profit organization and community legal centre that provides free legal advice, information, and representation to vulnerable, nonunionized workers about their rights at work. We predominately service women and we are experts in gender-based workplace issues. The Centre is also a registered charity and has PBI status.

The Working Women's Centre is made up of three arms:

- Legal support – we provide advice and representation to vulnerable workers who contact the Centre with work issues through 1:1 clinic appointment.
- Advocacy – we conduct advocacy to resolve systemic issues that affect women and other vulnerable workers, such as sexual harassment and precarious work.
- Education – we provide fee-for-service and free workplace training for workers and employers about workplace rights, discrimination, sexual harassment, responding to disclosures of domestic violence and other topics.

Core practices of the WWC

The Working Women's Centre model is unique due to the combination of a number of core practices.

- Our advocacy and education work is informed by the issues experienced by our clients. We notice patterns in our legal work and use our advocacy and educational work to address these issues at a systemic level.
- We apply a gender lens to our work and are sensitive to gendered work issues. The Working Women's Centre is seen as a safe space for women to gain support on issues such as sexual harassment and assault.
- We support and empower women through our industrial work. We always provide them with the support to make the decisions that are right for them.
- We are connected to grassroots movements. We work with communities who are experiencing exploitative workplace practices and support them to push back against exploitation.

Funding

This position is funded by federal and state funding agreements. There is a component of fee-for-service training where revenue generated will cover a proportion of wages.

Duties and Responsibilities

1. Delivering and facilitating workplace training workshops.

- Deliver WWCSA training content in line with facilitation guides.
- Employ feminist and adult learning principles and practices.
- Accommodate different learning styles and preferences.
- Consider group and power dynamics when undertaking training sessions.
- Create a positive and safe learning environment for participants.
- Be respectful when challenging attitudes and behaviours.
- Debrief with the Advocacy and Education Manager as required.
- Complete evaluation processes and procedures to comply with grant funding requirements and to assess feedback to improve materials and content.

2. Preparing materials for workplace training workshops.

- Tailor slides, activities and resource packs for the relevant organisation.
- Develop case studies / scenarios that are relevant to the organisation or industry.
- Update existing courses and materials to ensure they are current and comply with WWCSA protocols and standards.
- Stay informed about research and best practices related to training topics.

3. Administration, Marketing and Promotion of WWCSA Education

- Foster positive relationships with allocated key clients.
- When directed, assist with administration related to workplace training, including liaising with training clients, drafting training contracts, and liaising with the Finance Officer for invoicing.
- Provide written reports to the Advocacy and Education Manager as required.
- Contribute to marketing and outreach that assists WWCSA in obtaining new training clients and increasing training bookings.
- Ancillary duties as directed by the Advocacy and Education Manager.

4. Union Liaison and Assistance

- The WWC strives for a collaborative relationship with unions. The Education and Training Officer is expected to:
 - i. assist and facilitate workers in gaining representation from their unions; and
 - ii. where appropriate, provide information about membership to unions and referral to the appropriate union.