

Position Description

Training & Development Facilitator (Identified)

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 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. The position may include lead facilitator responsibilities, including mentoring facilitators and supporting team practice.

As part of the Programs team, and in accordance with SNAICC's Board/CEO delegations and quality requirements, policies and procedures, the Training and Development Facilitator reports to the Manager, Training and Development and works closely across the Programs teams.

SNAICC Programs Unit aims to build the capacity of Aboriginal and Torres Strait Islander community-controlled organisations and mainstream non-government organisations to ensure that 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 sectors 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 wellbeing.

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.
- 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.
- Provide cultural and practice leadership to facilitators and project teams, including mentoring, coaching and reflective practice support to strengthen the quality, consistency and cultural safety of training delivery and broader team practice from an Aboriginal and Torres Strait Islander perspective
- Demonstrated experience writing, reviewing and adapting facilitator manuals and training resources for diverse audiences and delivery contexts

Safety and Wellbeing

- 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.
- Comply with relevant Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Act as a role model by demonstrating safe work behaviours and conducting work in accordance with our safety practices.
- Identify and seek appropriate resources to support staff health and wellbeing.

Quality and Compliance

- Promote a culture of continuous improvement, collaboration and compliance through the provision of mentoring, training and other support.
- Contribute to internal quality assurance processes, including identifying, developing, implementing and evaluating quality improvement activities.
- Ensure adherence to organisational policies and procedure to deliver consistent quality support and service.
- Actively participate in internal and external audits with responsibility for compliance

Common duties shared with other SNAICC staff

- Contribute to SNAICC internal planning processes including staff meetings, and review of SNAICC strategic and operational plans.
- Assist in the evaluation of projects, activities, and functions of SNAICC.
- Arrange for the distribution and promotion of resources and publications where applicable.

Significant relationships

EXTERNAL

- Broader Aboriginal and/or Torres Strait Islander family and children's service providers
- Commonwealth, State and Territory Governments
- Other contractors/ casual trainers
- SNAICC's membership

INTERNAL

- Programs Team members
- SNAICC Business Units: Office of the CEO; Programs; Policy and Research, Child Development

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.
- Training experience and ability to lead the design, development and delivery of trauma informed training programs and resources with both Aboriginal and Torres Strait Islander people and organisations, and mainstream organisations.
- Demonstrated ability to design, deliver, manage, and evaluate projects across the entire project cycle.
- A demonstrated ability to work with Aboriginal and Torres Strait Islander organisations and people.
- Demonstrated experience providing cultural and practice leadership, mentoring facilitators and supporting teams to strengthen culturally safe and reflective practice.
- Capacity to contribute to the development of best practice across child and family services, and ACCO sector training and support training, with an understanding of working with complex families to ensure safety, development and wellbeing for children, young people, and their families.
- Excellent written and verbal communication skills, including demonstrated capacity to produce high-quality documents, evidence-based reports, submissions, and briefings.

Qualifications & requirements

- Qualifications or extensive experience in relevant fields.
- Employee Working with Children Check (WWCC)
- Current National 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.
- It is a genuine requirement of this role that it is held by an Aboriginal and/or Torres Strait Islander person. Classified under: Equal Opportunity Act 2010 (Vic), s.12, Anti-Discrimination Act 1977 (NSW), s. 14d, Anti-Discrimination Act 1991(QLD), s.7, Equal Opportunity Act 1984 (SA), s. 56(2), Anti-Discrimination Act 1998 (TAS), s.41, Discrimination Act 1991(ACT), s.42d, Anti-Discrimination Act 1996 (NT), s.35(1b(i)).

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.



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: