



WORK WITH US

**Towards a community free
from family violence.**

Trainer

Key Details

Location	Ringwood, hybrid	Remuneration	\$58.37 - \$60.95 per/hour plus casual loading
Employment Type	Casual	Classification	SCHADS Award Social and Community Services Employee Level 6
Reports to	Training and Education Lead	Direct reports	Nil

What we offer

- We are a welcoming, supportive and inclusive team, driven by a shared vision of **a community free from violence where everyone is safe**
- We walk the talk on inclusion: **bring your whole self to work**
- We believe in **lifelong learning** and support our people to engage in professional development
- We embrace **flexibility and hybrid working** - whilst we believe some time together in person is critical (and the amount varies depending on your role), we know balancing life and work is important
- We have great benefits like **paid parental leave, EAP and wellbeing programs**

About the job

FVREE is a not-for-profit organisation that has been serving the community for 29 years, working towards a vision of a community free from family violence, where everyone is safe. Through a range of programs and services, FVREE is committed to broadening the community awareness of family violence and supporting victim survivors to rebuild their lives. Since 2016, FVREE has successfully conducted family violence awareness training for over 20,000 individuals. These training sessions have reached a diverse range of professionals, spanning sectors such as healthcare, social services, government, education, finance, beauty, manufacturing, and utilities.

In this role, you will be responsible for delivering FVREE's comprehensive training programs to a wide variety of audiences. These programs encompass our 3Rs of Family Violence, Hair3Rs, Animal3Rs, Rainbow3Rs, Youth3Rs and Tailored Training. The primary goal of our training initiatives is to empower individuals with the knowledge and confidence to respond effectively to disclosures of family violence and to understand the available referral pathways for victim survivors. Most of our training sessions are conducted by two trainers and are offered in both online and in-person formats at various locations. This Trainer position is a casual role, with hours varying depending on the availability of trainers and the frequency of training sessions.

Your responsibilities

Training delivery

- Undertaking preparation as required for each training program.
- Co-deliver training for participants from a wide range of backgrounds and organisations, and in a variety of different locations across Melbourne (and sometimes Victoria).
- Present training material in an engaging and respectful way to a diverse audience, both online and in-person.
- Acquire and maintain a strong working knowledge of the family violence and welfare sector.
- Assist in promoting FVREE's training programs.

Documentation and reporting	- Perform data collection for each training program as directed. - Complete administrative tasks, including maintaining the Training Availability Calendar and managing the PowerPoint Improvement Register, to support the coordination of training programs.
Training review and design	- Collaborate with the Training and Education Team to enhance our existing training packages, incorporating feedback from training delivery and participants. - Identify and communicate potential training prospects to the Education and Training Team. - Participate in a monthly team meeting and undertake professional development as advised. - On occasion, assist the Training and Education Lead in creating tailored training packages.
Safeguarding children and young people	- Promote and provide a welcoming and safe environment for any children and young people you interact with at work. - Act as a positive role model and interact with children and young people in a safe way. - Report any suspicions, concerns, breaches of policy, allegations or disclosures of alleged abuse by FVREE people or external individuals to your manager and the Safeguarding Officer.

To succeed in this job you will need the capability to

- Facilitate training programs at a high standard, showcasing a profound understanding of adult learning principles.
- Have a comprehensive understanding of the complexities of family violence, including the gendered nature and its drivers.
- Show familiarity of the family violence sector, including legislative requirements and service standards.
- Have well-developed verbal, interpersonal and written skills.
- Show effective time management, organisation, and administrative skills.
- Be competent with Microsoft Office suite of programs (Outlook, PowerPoint, and other Microsoft software)
- Foster positive working relationships and ability to work collegially with team members and other internal stakeholders to ensure effective training delivery.
- Conduct online training using Zoom and/or video conferencing platforms.
- Demonstrate an understanding and respect of the Child Safe Standards and child safety principles, including the safety of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds as well as children who identify as LGBTI as well as children with a disability.

You'll need these qualifications and/or experience

- Tertiary qualification in social work, community development, human services, or welfare and/or vocational education and training (or equivalent experience)
- Certificate IV Workplace Training and Assessment or extensive experience in facilitating training to a variety of audiences

Core Capabilities

Everyone at FVREE needs these capabilities to succeed:

Sector and Organisational Purpose & Values	▪ The skills required to uphold our values, reflecting the purpose of the family violence sector. Having a sound understanding of the family violence sector including key frameworks and how they apply to the services we deliver.
Leadership and Teamwork	▪ The skills necessary to work effectively as part of a team, both as a team member and leader. The ability to positively engage with others, collaborating and sharing knowledge and information. As a leader, having the capability to provide guidance, coaching and expertise that is adapted to the needs of the team.
Client Centricity	▪ The capability to put the client's interests at the centre of all decision making and having an understanding of their needs and challenges.
Personal and Professional Accountability	▪ The capability to be responsible and accountable for personal and professional actions, the actions of your team, and the actions of the organisation as a whole.
Communication	▪ The capability to communicate clearly, actively listen to others, and respond with understanding and respect across all forms of communication.
Innovation and Change	▪ The capability to be flexible, deal with ambiguity, and be ready to respond to the changing needs of clients, the organisation and the sector through thinking creatively and critically to promote continuous improvement. The ability to support, promote and champion change and assist others to engage with the change process.
Problem Solving	▪ The capability to solve problems in an organisational context, demonstrating the skills required to think laterally and address emerging issues in a proactive manner.
Emotional Intelligence	▪ The capability to recognise and understand emotions in yourself and others and having the ability to regulate them and adapt behaviours accordingly to respond effectively. This includes the ability to support the resilience of your team and the organisation, in the face of sensitive matters and challenging circumstances.

Other important things to know

- A probation period of 6 months applies from when you join FVREE
- You will need to get some safety screening checks before starting in the role:
 - A national criminal history (police) check renewed every 3 years
 - An international criminal history certificate (if you've lived overseas for 12 months or more in the last 10 years)
 - A Working with Children Check (renewed every 5 years)
- If you choose a hybrid If you choose a hybrid working option, you'll need to have your own home office safely set up with equipment like a computer or laptop, desk and ergonomic chair.
- For this position, a current and valid Victorian drivers' licence is required as you will be required to travelling to different locations
- If you choose a hybrid working option, you'll need to have your own home office safely set up with equipment like a computer or laptop, desk and ergonomic chair.
- We take safeguarding children and young people seriously. In addition to our standard Code of Conduct, you will be required to sign and comply with our Children and Young People Code of Conduct which will be provided to you when you commence employment.
- This position description is a guide and reasonable additional duties may be requested