

SALTBUSH AT A GLANCE

Saltbush Social Enterprises (**Saltbush**) is a not-for-profit NT organisation that was developed in response to the critical need for grassroots opportunities that create prosperity parity for marginalised Territorians.

To learn more, visit www.saltbushnt.org.au

Job Title	Trainer
Saltbush Division	Training Services
Location	Darwin
Employment Type	Permanent, Full Time
Reports to	RTO Manager
Hours of Work	Normal business hours, with occasional additional hours as required to meet business needs, including some out-of-hours flexibility when necessary
Travel	Some regional and remote travel will be required
Minimum Requirements	National Police Clearance, NT Working with Children (OCHRE) Card, NT Drivers Licence, First Aid

PRIMARY PURPOSE OF POSITION

The Aboriginal and Torres Strait Islander Workforce Mentoring course has been developed through refining and reviewing targeted mentoring and coaching skills required to best support Aboriginal and Torres Strait Islander people entering or new to the workforce to achieve their career objectives. The course has three essential outcomes:

- normalising the work experience of Aboriginal and Torres Strait Islander new workers
- facilitating the navigation of barriers to work retention, building skills for job resilience and support to maintain work attendance
- being a cultural bridge - growing an employer's cultural appreciation and understanding of the experiences of Aboriginal and Torres Strait Islander employees with little or no work experience

The Trainer will use culturally safe, strengths-based approaches to support participants to build mentoring skills that foster leadership, resilience, workplace confidence and community empowerment.

This role is largely autonomous and may be required to support training delivery in other areas of Saltbush when needed.

KEY DUTIES & RESPONSIBILITIES

To ensure success in your role as the Trainer, you will:

Training Delivery & Facilitation

- Deliver, or support the delivery of, Aboriginal-focused workforce mentoring training for individuals, community members, organisations and Saltbush learners.
- Use adult learning, storytelling, yarning and culturally relevant approaches to create inclusive, culturally safe and engaging learning environments.
- Adapt facilitation approaches to meet diverse learner needs and support participation, confidence and completion.

Training Materials, Assessment & Records Documentation

- Prepare, adapt and maintain physical and digital resources, session plans and learning materials to support effective program delivery.
- Contribute to the development and refinement of culturally relevant training materials in consultation with community, stakeholders and the RTO team.
- Maintain, or assist to maintain, accurate, timely and audit-ready learner records, assessment documentation, progress tracking and feedback.

Learner Experience & Support

- Mentor and guide participants to build confidence in applying mentoring practices within workplaces, communities and Saltbush programs.
- Identify barriers to learning and implement practical, strengths-based strategies to support learner retention, participation and successful completion.
- Foster a respectful training environment that supports confidence, growth, employability and community empowerment.

Compliance & Continuous Quality Assurance

- Work within Saltbush RTO requirements, policies and procedures and maintain accurate training and learner records. Contribute to Training and Assessment Strategy reviews, assessment validation, internal audits, moderation and continuous improvement activities.
- Provide clear updates on learner progress, course delivery, challenges, achievements and opportunities for improvement.

Stakeholder Engagement & Industry Relevance

- Engage with employers, community groups, referral partners, industry contacts and program partners to support enrolments, workforce relevance and positive learner outcomes.
- Represent Saltbush professionally at meetings, forums, workshops and community or industry events.
- Seek and apply stakeholder feedback to improve program delivery, and travel to regional and remote communities as required.

Professional Development & Accountability

- Maintain required qualifications, licences, industry currency and professional development relevant to the role.
- Participate in trainer/assessor networks, supervision, coaching and upskilling to build vocational and training capability.
- Contribute to agreed team goals for enrolments, learner engagement, completion, quality and feedback.

ESSENTIAL CRITERIA

- Identify as an Aboriginal and/or Torres Strait Islander person, with cultural knowledge and commitment to inspire Aboriginal and Torres Strait Islander people to mentor and support others in the workplace.
- Currently holds, is working towards, or is willing to obtain a Certificate IV in Training and Assessment or equivalent
- Willingness to complete the 11055NAT Course in Mentoring for Aboriginal and Torres Strait Islander Workforce Mentors.
- Experience in workforce mentoring, workplace coaching, community mentoring, training support or related community/workplace support roles, with a strengths-based approach to learner and participant engagement.
- Ability to adapt communication and facilitation approaches for diverse learning needs.
- Strong verbal, written and digital communication skills, including confidence using Microsoft Office and managing files and data digitally.
- Willingness to contribute to, and learn about, developing session plans, learning materials, facilitation resources and training documentation.
- Ability to work independently and collaboratively within a multidisciplinary team, while maintaining confidentiality, cultural respect and safe program delivery.
- Ability to create inclusive, culturally safe and trauma-aware learning environments.

DESIRABLE CRITERIA

- Strong relational ties with Aboriginal and Torres Strait Islander communities and/or lived experience relevant to supporting Aboriginal workforce mentoring.
- Understanding of Saltbush programs, NT employment pathways and industries such as care, trades, hospitality or administration.
- Previous experience delivering accredited or non-accredited training, supporting program development, or facilitating learning in informal or community-based settings such as yarning spaces or outdoor learning environments.