

Trainer – Education & Training Team Casual Position

Eastern Domestic Violence Services (EDVOS) is a not-for-profit specialist family violence service in Melbourne's Eastern Metropolitan Region (EMR). We provide an integrated range of support and services to empower women and children who are responding to family violence. We operate within a human rights framework and our focus is on supporting the safety of women and children and the accountability of perpetrators.

We are seeking a suitably qualified and experienced Trainer **to join our Education & Training Team on a casual basis.**

About the Opportunity

The EDVOS Training & Education Team aims to build community understanding of the gendered nature of family violence and build capacity to recognise and respond appropriately to disclosure of family violence. The training modules utilise and incorporate evidence-based information and data to improve early intervention.

As a Trainer within the EDVOS Education & Training Team, you will be responsible for the development, implementation and evaluation of training modules and achieving organisational training goals. You will support all community members to increase their understanding and knowledge of family violence and promote awareness through the delivery of comprehensive training.

Essential to your success

- Certificate IV Workplace Training and Assessment or extensive experience in training delivery
- Demonstrated ability to develop and deliver training programs/modules at a high standard showing an in-depth understanding of adult learning principles
- Highly developed verbal and written communication skills
- Demonstrated analytical, conceptual and problem solving skills
- Sound decision-making skills
- Strong evidence of organisational and time management skills including the ability to manage multiple priorities effectively and to work under pressure whilst maintaining accuracy and attention to detail
- Demonstrated ability to work in a team environment with limited direction, with a high degree of responsibility and self-management
- Knowledge and experience of community services, including legislative requirements, service standard, quality frameworks and the translation of policy into best practice
- Strong computer literacy and knowledge of IT systems utilised for business applications including Excel accounting documents, desktop publishing and Microsoft software

Preferred skills

- A relevant degree level tertiary qualification in social work, psychology, education or equivalent
- Work experience in community/welfare sector particularly around family violence
- A high working knowledge around intersectionality within a family violence context

What We Offer

- Flexible working hours including the option of a monthly accrued day off (ADO) for full time staff
- Generous salary packaging benefits resulting in tax savings
- Excellent Professional Development opportunities including external training and workshops as well as EDVOS all staff training
- Health and wellbeing programs for all staff including weekly yoga classes, running group, walk at work, bi-monthly staff shared lunch and birthday calendar
- Regular supervision and management support including access to EAP
- Internal committees (e.g. Innovation & Development and Quality and Safety) working groups to support staff's interest and expertise (e.g. Diversity, Consumer Engagement, OHS, Children and Youth)



- A rewarding opportunity to be part of an organisation that is committed to improving quality of life for women and children experiencing family violence

Salary for this position will be aligned with SCHADS Level 6.1 + 9.5% super.

How to Apply

Please download a copy of the position description for the role available on our website at www.edvos.org.au. For further information regarding the role please contact Shamini, Team Leader - Business Development on (03) 9259 4200.

Applications including cover letter, CV and a **separate document addressing the key selection criteria** should be forwarded to humanresources@edvos.org.au using the subject line: "Trainer – Education & Training Team" **by close of business Friday January 18th 2019.**

Appointments with EDVOS are subject to a police records check, working with children check and reference checks. EDVOS employ women only to most of our positions as per the findings of EEO exemption H327/2017 and by special measure. EDVOS values diversity in our workforce, actively promoting equal employment opportunities for all women. We encourage applications from women of diverse communities. EDVOS is a child-focused and child safe organisation.

Position Description

Position	Trainer
Location	Ringwood
Reports to	Business Development Team Leader
Direct Reports	nil
Award/ Classification	SCHADS Level 6
Date	Dec 2018

ORGANISATIONAL CONTEXT

EDVOS is the specialist family violence service in the Eastern Metropolitan Region and covers the municipalities of Boroondara, Manningham, Whitehorse, Knox, Monash, Maroondah and Yarra Ranges.

We provide an integrated range of support and services to empower women and children who have experienced and are responding to family violence. We focus on ensuring the safety of women and children, and the accountability of perpetrators. We provide support, information, case management, risk assessment, safety planning, community education, programs for pet safety and a strong network of referral pathways to other services.

EDVOS provides equal opportunities to individuals without regard to race, colour, religion, national origin, age, disability, culture or sexual orientation. EDVOS has a Diversity Working Group that is committed to championing best practice in these areas and leads by example to break down the barriers to inclusion. EDVOS fosters a diverse workplace where people are free from discrimination and disadvantage and are afforded dignity and respect.

EDVOS have an EEO exemption in relation to gender discrimination, whereby we employ women only to most of our positions as per exemption number A196/2012. This is due to the specialist nature of our work and the services that we provide to women and children who have experienced or are responding to family violence in the community.

EDVOS is a child-focused and child safe organisation and we are committed to promoting and protecting the safety and interests of children.

EDVOS Vision

A community free from family violence, where everyone feels safe.

EDVOS Mission

To take a collaborative and evidence-based approach to supporting those experiencing family violence whilst also working to prevent family violence before it occurs.

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EDVOS Values

- **Equity:** Prioritising the use of resources to address inequities in our society;
- **Accountability:** Responsible for delivering high quality, evidence based services AND; working to ensure perpetrators of violence are held to account for their actions;
- **Collaboration:** Striving to be a valued partner by working collaboratively with others;
- **Respect:** Concern for human rights as well as the experiences and aspirations of others;
- **Innovation:** Displaying resourcefulness and innovation, focusing on positive and sustainable outcomes;
- **Advocacy:** 'Actively speaking and behaving in a way that advances human rights'

ORGANISATIONAL ACCOUNTABILITIES (applicable to all employees)

<p><i>Occupational Health and Safety (OH&S) and Wellbeing</i></p> <p>Comply with the requirements of Victorian Occupational Health and Safety (OHS) Act 2004 and related OHS procedures and Safe Operating Procedures developed by EDVOS, including to:</p> <ul style="list-style-type: none"> • Work in a manner that considers and enhances the health, safety and wellbeing of self and others. • Report to work fit for duty and not negatively affected by alcohol, drugs, medication or other substances. • Ensure that all work areas are maintained in a safe condition. • Identify, report and record all safety hazards, incidents and injuries. • Participate in OHS training, consultation and communication meetings where required. • Actively assess, manage and where possible mitigate workplace risk.
<p><i>Continuous Quality Improvement (CQI)</i></p> <ul style="list-style-type: none"> • Become familiar with and adhere to EDVOS's policies, procedures and Code of Conduct. • Contribute to or participate in Continuous Quality Improvement (CQI) activities of EDVOS and implement CQI strategies into work practices. • Attend supervision, job-specific and organisation-wide training, meetings, working groups and conferences as required. • Be open to new ways of doing things and respond to challenges with innovative ideas and solutions. • Strive for and promote continuous quality improvement across the organisation.
<p><i>Diversity</i></p> <ul style="list-style-type: none"> • Demonstrate respect and acceptance of diversity at all times. • Interact with EDVOS clients, staff and other stakeholders in a manner that is inclusive, respectful and non-discriminatory.
<p><i>Respectful Relationships</i></p> <ul style="list-style-type: none"> • Facilitate good, respectful working relationships with EDVOS staff, clients and all stakeholders, internal and external through clear communication and a willingness to work towards the prompt resolution of any concerns.

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POSITION OBJECTIVE

The EDVOS Education and Training teams aims to increase understanding of gendered nature of family violence and build capacity to recognise and respond appropriately. Each training module utilises and incorporates evidence-based information and data released by international and national bodies. EDVOS Education and Training aims to deliver comprehensive training based on three modules to improve early intervention and is targeted to build participants confidence and capacity to recognise and respond appropriately to disclosures of family violence.

The Trainer within this team is responsible for the development, implementation and evaluation of EDVOS Education and Training modules and the achievement of the organisation's training goals. The Trainer will create and promote awareness on family violence and support all community members to increase their understanding and knowledge on family violence.

POSITION SPECIFIC ACCOUNTABILITIES

Planning and Delivery

- The Trainer will lead the development and delivery of the training modules by providing effective training expertise and support to EDVOS Education and Training through:
- Liaising with the Business Development Team Leader, Primary Prevention Team and other relevant teams/staff at EDVOS to promote and develop training opportunities;
- Identifying and promoting training opportunities to welfare as well as corporate services;
- Creating and maintaining a calendar of training requests from all stakeholder recommendations;
- Delivering actual training modules to targeted audience/groups;
- Reviewing training content, materials and handouts to ensure continuous improvement across all areas of delivery, management and administration to ensure best practice;
- Maintain membership and contact with professional organisations and colleagues to keep abreast of current issues and trends;
- Assist the Business Development Team Leader in developing strategies to grow the business for EDVOS Education and Training in consultation with the Business Development Team Leader;
- Working with contracted trainers to undertake effective support;
- Creating learning resources for in house training;
- Utilising external specialists in specific learning areas as required;
- Working with industry and community groups to ensure that the continuous promotion of training opportunities and development of industry and community partnerships;
- Marketing and promoting EDVOS Education and Training to the local community including business, local government, government and non-government agencies, and education providers.

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Documenting and Reporting

- Assist the Business Development Team Leader in preparing the Learning & Development Plan
- Assist the Projects Support Officer to maintain training register with details of number of attendees, disclosures and other information for each training session.
- Collecting and filing completed evaluation forms and sign-in sheets for each training session
- Taking direction from the Business Development Team Leader as to processes of documentation required for each session i.e. Participant sign in sheet, newsletter sign in sheets, appropriate evaluation forms for different trainings etc.

KEY SELECTION CRITERIA

Key Selection Criteria - essential

- Certificate IV Workplace Training and Assessment or extensive experience in training delivery
- Demonstrated ability to develop and deliver training programs/modules at a high standard showing an in-depth understanding of adult learning principles
- Highly developed verbal and written communication skills
- Demonstrated analytical, conceptual and problem solving skills
- Sound decision-making skills
- Strong evidence of organisational and time management skills including the ability to manage multiple priorities effectively and to work under pressure whilst maintaining accuracy and attention to detail
- Demonstrated ability to work in a team environment with limited direction, with a high degree of responsibility and self-management
- Knowledge and experience of community services, including legislative requirements, service standard, quality frameworks and the translation of policy into best practice
- Strong computer literacy and knowledge of IT systems utilised for business applications including Excel accounting documents, desktop publishing and Microsoft software

Selection Criteria – preferred

- A relevant degree level tertiary qualification in social work, psychology, education or equivalent
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TERMS AND CONDITIONS

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010; plus the current legislated 9.5% Superannuation contribution. While legislation allows, Salary Packaging is offered with this position.

All offers of employment are subject to a six month probationary period.

Performance reviews are linked to criteria in the position description, and individual work plans.

All offers of employment are subject to the following:

- Current National Police Record Check (renewed every 3 years).
- International Police Record Check (where required).
- Current Working with Children Check Assessment notice and card valid for Employment.
- A Current Victorian Drivers Licence is required for this position
- Eligibility to work in Australia.

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