

# A Gender Agenda



## Position Description Training Coordinator

Incumbent	Reports To	Date
Vacant	Operations Manager	August 2023

### Position Purpose

The Training Coordinator is responsible for leading and managing a small professional team in the development and delivery of a wide range of community based training and education programs for A Gender Agenda (AGA).

### Main Tasks and Responsibilities

- Develop guiding principles, strategies and plans for community based training and education programs for AGA.
- Determine community based education, training and development priorities based on assessed needs, impact and available resources.
- Design, conduct and/or broker the delivery of community based education and training programs from a variety of resources.
- Research, evaluate and select outside consultants and trainers to meet training and education needs as appropriate.
- Prepare budgets and develop the administrative framework required to support education, training and development programs and initiatives.
- Lead and manage the training team to support the organisation in meeting training and education program commitments and/or roll-out of training initiatives.
- Formulate and review policies, procedures, training methods and schedules to support education and training operations and initiatives and to ensure continuous improvement across all areas of delivery, management and administration.
- Develop annual training plan and communicate the plan through a comprehensive Training Calendar.
- Evaluate, measure and report on the effectiveness of training, education and development programs.
- Develop and maintain effective record management systems, which ensure confidentiality of program participants and meet the requirements of the organization.
- Ensure target and performance indicators are achieved in accordance with business objectives and contracted targets.
- Other duties as required, commensurate with skills, knowledge and experience.

## Corporate Requirements

- Participate as an effective team member within AGA, including assisting other members of the team when required.
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus.
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy.
- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring all employees and stakeholders are treated with dignity and respect.
- Strive to create an inclusive culture in which difference is recognised and valued
- Be conversant with policies and procedures relevant to this position and the workplace.

## Skills, Knowledge, Experience (Key Selection Criteria)

### Essential

- Certificate IV in Training and Assessment (or equivalent) and substantial experience in the design, delivery and evaluation of education, training and/or development programs.
- Demonstrated ability to successfully market training programs with strong influencing and persuasion skills.
- Effective leadership and management skills to engage and motivate staff and develop capability and potential in others to achieve organisational goals and objectives.
- Excellent presentation and public speaking skills.
- Demonstrated reliability in meeting deadlines and commitments, with an ability to set realistic goals, problem-solve and establish work priorities for self and others.
- Excellent verbal and communication skills, with the ability to communicate at all levels.
- Demonstrated interpersonal, facilitation and negotiating skills, including the ability to effectively establish partnership arrangements with other organisations.
- Proven ability to take initiative and work with limited supervision, but also able to work collaboratively with a small diverse team to meet the needs of management, stakeholders and the community.
- Proficient in the use of computers, including Windows environment and Microsoft Office applications, etc.
- Lived experience and /or a strong identification of engaging effectively and working collaboratively with diverse communities, including members of the Lesbian, Gay, Bisexual, Trans, Intersex and Gender Diverse communities.
- Must have valid Working with Vulnerable People Registration (WWVP)

### Highly Desirable

- Demonstrated experience within the not for profit sector
- Ability to design and deliver multi-modal and digital training packages
- Tertiary qualifications relevant to the position (eg. Social Work, Psychology, etc.)