**Position Title:** Director of Training and Workforce Development

**Classification:** SCHADS Level 8.1, ($44.61 per hour), Full time with some flexibility around hours.

**Reports to:** Deputy CEO

The NSW Users and AIDS Association is a peer-based organisation for people who use drugs in NSW.

We are seeking a dynamic, dedicated, and strategic peer to

* + - Lead workforce development across the organisation,
    - Lead a team of peer trainers to deliver funded training programs
    - Liase with external agencies to develop interest in NUAA peer training programs
    - Work with NUAA management team to advance the aims of the organisation

Ultimately this role will work to establish NUAA training as a preferred provider for agencies who are in contact with people who inject or use drugs. Another key aim of the role (working with the peer support coordinator) is to establish a best-practice model of training and support for NSW.

**Position Description**

# Position Objectives:

1. Lead a team of peer trainers to meet NUAA Strategic and Operational objectives as required by funding bodies.
2. Ensure NUAA training and community engagement projects are suitably managed including budgetary control.
3. Participate in organisational accreditation and policy development
4. Lead the development of new training packages in response to emerging internal/external strategic priorities.
5. Ensure NUAA training is high quality, evidence based and developed in partnership with the drug using community.
6. Ensure timely evaluation and reporting on project outcomes
7. Work flexibly and strategically within the management team.
8. Work with the peer support coordinator to ensure that all staff and peer volunteers within the team of trainers and community outreach workers have appropriate and timely mentoring, supervision and support.
9. Proactively identify organisational risks and contribute to the NUAA policy environment

# Particular Tasks

* + - 1. Oversee the management and timely delivery of peer training and engagement programs.
      2. Overall management of peer training and peer support teams.
      3. Participate in team meetings from a leadership perspective.
      4. Lead the development of evaluation and reporting measures
      5. Ensure that project plans and budgets are developed and met in accordance with planning.
      6. Lead the development of training across all NUAA projects with a particular focus on increased consumer knowledge of hepatitis C treatment options, virus transmission prevention and empowerment through increasing safer injecting education
      7. Actively assist in the development of organisational policy and procedures and subsequent staff training.
      8. Ensure all NUAA client directed programs are appropriately evaluated and all reporting is timely and accurate
      9. Ensure that peer education program components are developed and delivered using current theoretical modelling and best practice frameworks
      10. Represent NUAA on reference groups, advisory committees and inter- agency meetings as required.
      11. Maintain an up-to-date knowledge of the issues affecting people who inject and/or use drugs and the broader drug user movement in Australia and worldwide.
      12. Other duties that are reasonable within the context of the position and commensurate with the pay scale of the role

# Selection Criteria:

1. Recent life journey connection to drug using and knowledge of the health and social issues affecting people who use drugs including hepatitis C and other blood borne viruses and demonstrated willingness to work with people who inject/use drugs
2. Demonstrated outstanding communication skills across a variety of settings and audiences including presentation skills at conferences and meetings, communication with peers and working with funders. High level written communication skills.
3. Demonstrated leadership both in people and project management.
4. Demonstrated ability plan and budget projects and then work within agreed timeframes and projects
5. Demonstrated high level skills in policy and program development
6. High level computer skills
7. Ability to work flexible hours and to travel within NSW as required.
8. Desirable: Current Australian Driver’s License.

**Application**

Written applications must address the selection criteria separately to be considered. To apply please email your CV and a letter addressing the selection criteria to lisaa@nuaa.org.au by 7 December 2018 with interviews being held on the 17th of December 2018

If you would like to discuss the role, please contact the Deputy CEO, Charles Henderson, on (02) 8354 7300.