

Position Description

POSITION TITLE:	TRAINING COORDINATOR (Workforce Development Project)
POSITION TYPE:	FULL TIME, 2 YEAR FIXED TERM
TEAM:	TRAINING TEAM
REPORTS TO:	TRAINING MANAGER
LOCATION:	MELBOURNE
DATE ROLE ESTABLISHED:	DECEMBER 2018

ABOUT NO TO VIOLENCE
<p>No to Violence works to bring about the changes our community needs to eliminate men’s use of family violence. For 25 years, we have been working directly with men who use family violence to support them to change. Our expertise in their behaviour, attitudes and choices has enabled us to develop standards, programs and training, lead policy development, and fulfil our role as the largest peak body for organisations and individuals working with men to end family violence in Australia. We provide telephone counselling, information and referrals every day for men in Victoria, New South Wales and Tasmania. As a pro-feminist organisation, at the centre of our work is the safety of women and children, as by ending men’s violence families can have happier, safer and more fulfilled lives.</p>

PURPOSE OF THE POSITION
<p>The Training Coordinator (Workforce Development Project) has oversight of the delivery of all training programs within the project. They are responsible for coordinating the work of the small team of trainers and learning developers involved in the design, development, delivery, implementation and evaluation of several packages of work.</p> <p>In addition to overseeing the timely delivery of project deliverables to a high standard, this role will also contribute to promoting the operation of a learning culture that integrates the latest research with evidence-informed practice to ensure the delivery of quality specialist training products.</p>

KEY RESULT AREAS	
KEY AREA:	KEY ACCOUNTABILITIES
<i>Training Design and Delivery</i>	<ul style="list-style-type: none"> ▪ Coordinating the design and delivery of appropriate accredited and non-accredited training programs targeted at specific audiences. This includes professional and workforce development for men’s family violence practitioners and managers, and training for bystanders, community sector workers, and workplaces, aligned to evidence-informed practice ▪ Coordination of several project deliverables within the Workforce Development Project, working in close consultation with the Training Manager and Project Manager, to monitor and manage quality, cost, scope and time constraints ▪ Contribute to the design and strategic development of NTV’s broader workforce development strategy ▪ Work collaboratively with NTV managers and staff to enable the translation of current evidence-informed practice into training content and delivery

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KEY RESULT AREAS	
KEY AREA:	KEY ACCOUNTABILITIES
	<ul style="list-style-type: none"> Ensure that all training material complies with all relevant legal, regulatory and compliance requirements
Stakeholder Management	<ul style="list-style-type: none"> Continually develop and nurture partnership relationships associated with the project, externally and internally Assist in preparing reports relating to the work of the Project Training Team Engage with Practice and Learning Managers to support a collaborative and informed approach to achieving project deliverables
Knowledge Development	<ul style="list-style-type: none"> Implement strategies that support continuous improvement in training program design and delivery Ensure the Project Training Team remains up-to-date in their knowledge of the Family Violence sector
Policies, procedures and systems	<ul style="list-style-type: none"> Adhere to, and comply with NTV's policies, procedures, and processes using appropriate information management systems and technologies as required Operate in accordance with NTV values, by demonstrating appropriate behaviours Proactively identify, assess and report OHS related risks and hazards in accordance with NTV OHS policies and procedures.

KEY SELECTION CRITERIA
<p>ESSENTIAL:</p> <ul style="list-style-type: none"> Experience of developing and evaluating training products targeted to meet specific outcomes Certificate IV in Training and Assessment, or higher-level qualification in vocational education and training Experience of applying theoretical and practice-based methodologies to training design and delivery A track record of coordinating the work of a project-based team to achieve required deliverables within defined timelines Demonstrated ability to work effectively both independently and collaboratively as part of a multi-disciplinary team High-level report and policy and procedure writing skills Significant stakeholder management skills including experience of working with industry, private and public training providers <p>DESIRABLE:</p> <ul style="list-style-type: none"> Experience in the specialist family violence sector, with specific emphasis on working with men who use violence against women and children, or extensive experience in a related sector Contemporary knowledge of relevant government policy and research in relation to family violence and the vocational and higher education sector <p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> Legally entitlement to work in Australia Employment with NTV is conditional upon receipt of satisfactory references and a Police records check. Some roles require a Victorian Working with Children Check.

Signature of Job Holder _____ Date signed _____