

Position Description	
Title	Trainer (Community Services and/or Aging and Disability)
Usual work location	Various NSW and ACT training sites
Cost Centre	873
Usual hours of work	Casual
Length of Appointment	Casual
Position Objective	To work with the Anglicare College in the preparation, delivery, assessment and administration of Community Services Training Package qualifications in accordance with RTO standards and requirements, as well as non-accredited workshops and other educational initiatives offered by the College.
Position Responsibilities	<ul style="list-style-type: none"> • Prepare for and deliver face-to-face classroom workshops and related training sessions. • Conduct assessments in classroom and in student workplace environments. • Mark, record and report on student assessments, attendance and participation. • Provide additional learning support to students outside of formal classroom learning environments. • Contribute to College teaching, learning and organisational initiatives. • Engage in professional development activities. • Ensure confidentiality of personal student information. • Undertake such activities within an RTO compliance environment.
Key behaviours	<p>Interpersonal Establishes co-operative and productive relationships by understanding and responding to the needs of others.</p> <p>Planning and Organising Establishes a course of action and marshals resources to achieve a specific goal.</p>

	<p>Presenting Expresses oneself in a clear, concise manner to impart information or leave an impression.</p> <p>Creativity Develops new ideas and unique and novel solutions including through challenges to the status quo.</p> <p>Reliability Adheres to routine and follows instruction in order to ensure consistency in process and result.</p>
Key capabilities	<ul style="list-style-type: none"> • Translate community services experience and skills into meaningful learning opportunities for students. • Facilitate learning opportunities in classroom and less formal learning environments. • Facilitate learning opportunities using student-centred, creative, engaging and flexible approaches. • Strong organisational and time management skills. • Undertake all position responsibilities within an RTO, compliance and standards-based environment. • Maintain diverse workplace relationships within a casual employment arrangement. • Work autonomously as well as within an innovative team environment. • Work in accord with Anglicare’s mission and values.
Key knowledge areas	<ul style="list-style-type: none"> • Knowledge emerging from robust industry experience directly relevant to the qualification, units and workshops to be delivered and assessed. • Knowledge of legislation and industry standards relevant to the community services sector related to the qualifications being delivered. • Knowledge of the Vocational Education and Training sector including Training Packages and RTO standards and compliance requirements.
Key experience	<ul style="list-style-type: none"> • Three years’ minimum current industry experience including leadership responsibilities in a related community services (child, youth, family and/or disability/aged care services) delivery environment. • Experience delivering community services in both NGO and Government contexts. • Experience in training and assessment roles within the Vocational Education and Training sector and accredited training contexts.

	<ul style="list-style-type: none"> • Experience in classroom based teaching and learning methods and workplace assessment contexts.
Key Benefits	<ul style="list-style-type: none"> • Ongoing skill development. • Working with a friendly and innovative team. • Making unique and vital contributions to our organisational development and indirectly to the community.
Qualifications	<ul style="list-style-type: none"> • Certificate IV in Training and Assessment TAE40110 or TAE40116 (TAE40116 by April 2019). • Industry qualification(s): to hold either the Community Services qualification being delivered or a related higher qualification, i.e. for delivery of Certificate III in Individual Support (Aging and/or Disability) and/or Diploma of Community Services (Case Management). • Where the specific industry qualification is not held, a combination of related qualifications and experience that demonstrates (via a mapping document) equivalence to the competencies to be delivered and assessed.
Reports to	Head of Learning & Development
Direct reports	Nil
Key Requirements for this position	<input checked="" type="checkbox"/> Safe Select psychometric testing <input checked="" type="checkbox"/> Statutory Declaration <input checked="" type="checkbox"/> Working with children Check NSW/ACT <input checked="" type="checkbox"/> National Police Checking Service Form <input type="checkbox"/> Anglicare ID Card