

POSITION DESCRIPTION

Position:	Capacity Builder/Trainer
Reports To:	Team Leader - Sector Development
Direct Reports:	None
Status:	Full-time / Part-time, Fixed term till June 2021
Location:	Based in Richmond but required to work at various locations in Melbourne and occasionally in regional Victoria.
Pay Rate:	SCHADS Level 5 + 9.5% Superannuation + Salary packaging

ORGANISATION BACKGROUND

inTouch Multicultural Centre Against Family Violence provides services, programs and responses to issues of family violence in refugee and multicultural communities. By acknowledging the rights and diverse experiences of our clients, we develop and implement a number of culturally sensitive and holistic models for the provision of services to both victims and perpetrators of family violence. In tackling the issues of family violence we act on multiple levels – individual, relationship and community.

Vision

inTouch's vision is for culturally diverse families to live free from violence.

Purpose

inTouch's purpose is simple and clear – we are committed to changing lives, changing communities for the better.

PROGRAM OVERVIEW

The Sector and Community unit oversees inTouch's capacity building and training work with the specialist family violence sector, universal services and multicultural communities. Focusing on culturally responsive family violence practice and the specific needs of migrant and refugee communities, the unit aims to build the capacity of the both the service sector and multicultural communities to reduce the harm of family violence. This is achieved through well-developed relationships and an evidenced based approach that draws on the experience of our longstanding case management service.

The work of this unit is funded through program and project sources as well as consultancy and fee for service.

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POSITION SUMMARY

- The position is part of a small team of experienced trainers, and capacity builders (or practitioners with both training and capacity building expertise). who have experience working with women from multicultural communities and/or in the Family Violence sector.

Capacity Building

- Development delivery and evaluation of capacity building initiatives , expert advice, and advocacy
- Contribute to a range of project work in a variety of settings

Training

- Training predominantly focuses on culturally responsive family violence practice
- Training participants may be professionals working in the field of family violence or within broader community services or may be volunteers, students, community members and community leaders from multicultural a communities.
- The training encourages participants to critically reflect on their own and clients’ cultural contexts and examine the impacts of this on their practice.

KEY RELATIONSHIPS

Internal	The Capacity Builder /Trainer reports to the Team Leader Sector Development and liaises closely within the unit and with other trainers and project workers. The project worker also liaises closely with inTouch case-managers. Effective working relationships are required with all inTouch staff.
External	The Capacity builder/trainer will be required to liaise with external organisations that they are either delivering training to or co-facilitating with regarding training and group content, logistics of training/group delivery. The capacity builder/trainer worker will liaise with service users/clients, community based organizations, various governmental departments, project partner agencies and consultants.

POSITION ACCOUNTABILITIES

- Conduct needs analysis, develop tailored training packages and provide training and other professional development opportunities and resources which help to prevent and respond to family violence in multicultural communities.
- Contribute to a process of continuous improvement and update of the training based on research and practice in Family Violence, cross-cultural work, training methodology participant feedback and training evaluations.
- Contribute to practice-based public forums to promote inTouch’s work in the field and build capacity of other organisations

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- Liaise closely with Team Leader Sector Development, Training Administrator, other trainers, and case-managers to ensure high quality training delivery.
- Deliver specialist advice / knowledge to external service providers in relation to family violence and multicultural communities
- Develop and maintain relationships with capacity building/training stakeholders, partly as co-design initiatives where relevant
- Assist in developing training policies and procedures as part of the quality system;
- Coordinate the development, implementation and maintenance of project plans and develop and implement strategies for monitoring and evaluating the quality and impact of projects
- Develop and oversee administrative systems to manage various projects and contribute to budgeting and reporting functions
- Ensure a safe work environment and compliance with inTouch policies and legislation;

EXTENT OF AUTHORITY

The incumbent must gain permission from the Team Leader Sector Development prior to any purchasing or corresponding on inTouch’s behalf.

KEY SELECTION CRITERIA

Essential

1. Cert IV in training and Assessment and experience in training and capacity building initiatives in the community sector
2. Qualifications in Social Work/Community Development/Community Services or similar
3. Demonstrated ability to collaborate effectively on the development and delivery of training and capacity building materials and ability to work with a co-facilitator.
4. Ability to plan, facilitate and adapt training sessions independently.
5. Demonstrated ability to write project evaluation and progress plans and contribute to budgeting and reporting
6. Demonstrated ability to develop and sustain meaningful relationships with various stakeholders including grassroots organisations
7. Knowledge/experience in family violence
8. Ability to work calmly and consistently under pressure with the ability to manage competing priorities
9. Experience working within a intersectional feminist framework and an understanding of the gendered nature of family violence; specifically in the context of multicultural communities;
10. Current Victorian Driver’s License

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Desirable

- Experience in working with victim-survivors of family violence, particularly victim-survivors from refugee and migrant backgrounds
- Fluency in a language other than English;

SPECIFIC RESTRICTIONS/CONDITIONS

- Incumbent will on occasions and in consultation, be expected to conduct work outside normal business hours.
- Must hold a current Victorian car license
- Must be physically capable to carry out administrative duties, including extended periods of computer use
- There may be some after-hours work and intra-state travel.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.
- inTouch has a smoke-free workplace policy.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations;
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes;
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement and is negotiable depending on experience;
- The position will attract five (5) weeks annual leave per annum, pro rata for part-time appointments;
- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy ;
- Superannuation Scheme is available through HESTA; the provisions of the Superannuation Guarantee (Administration) Act 1992 apply;
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national criminal records check, working with children check, proof of identity and qualifications;
- Signing a Confidentiality Agreement is a personnel requirement of inTouch;
- The successful applicant will initially be engaged for a probationary period of three months;

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- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition;
- Some travel within Victoria may be required from time to time. A current Victorian Driver's License is essential;
- inTouch has a smoke-free workplace policy.

PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

APPLICATION PROCESS

inTouch has an Equal Opportunity Exemption (H143/2018) and requests applications from women only.

To apply, send a short covering letter explaining why you are interested in this position and attach you CV and a brief (2 pages max.) document addressing the key selection criteria. Applicants who do not address KSC will not be considered.

Email your application to recruitment@intouch.org.au

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