

POSITION DESCRIPTION

Officer – Training and Development

Primary Objective

The Position's core focus will be to support the delivery of the income generating service stream for WAAC's educational and health promotional workshops/training and other outreach opportunities and events. This position will require the preparing, facilitating and evaluating trainings, workshops and consultations. Areas of focus include training and consultations on WAAC's core themes of HIV, blood borne viruses (BBVs) and sexually transmissible infections (STIs) and LGBTIQ+ inclusion.

The incumbent will work collaboratively with the Specialist Training and Development to execute fee for service sessions at the highest quality, whilst keeping the values and ethics of WAAC's principles and funding stakeholders in mind.

To be effective in this role, you will require a sound understanding of training and development processes and activities, knowledge of sexual health and LGBTIQ+ issues, a solid understanding of WAAC's business and services and be able to engage with different target groups.

Organisational Context

Guided by the principles of the National Strategies for HIV, STIs, Hepatitis C Strategy and the National Aboriginal and Torres Strait Islander BBV and STI Action Plan, WAAC is a community organisation whose mission is to:

- To minimise the impact and further transmission of HIV, other blood borne viruses and sexually transmissible infections
- To reduce social, legal and policy barriers which prevent access to health information and effective support and prevention services.

WAAC has been involved with the LGBTIQ+ community since its inception. However, its focus on supporting LGBTIQ+ young people began in 1994, with the establishment of the Freedom Centre – an LGBTIQ+ peer-led safe space. Today, Freedom is a culmination of all of WAAC's LGBTIQ+ support services for young people and is primarily funded by the Mental Health Commission to promote the mental health and wellbeing of LGBTIQ+ young people in WA.

Position Accountability

The position reports and is accountable to the Specialist – Training and Development. The position is guided by written policies and procedures of WAAC and other relevant legislation.

Responsibilities / Key Tasks

This position is responsible and accountable for but not limited to, the following:

- Support the development, implementation, and evaluation of training and events under WAAC's Fee for Service business stream.
- Deliver and evaluate presentations to diverse audiences in a variety of settings including corporate, education and community organisations.

- Assist the Specialist – Training and Development with the operation components of WAAC’s Fee for Service business stream.
- Communicate with corporate representatives to schedule WAAC’s involvement in paid activity sessions with corporate volunteers and other volunteer groups.
- Assist with enquiries from potential corporate and other groups following the fee-for-service workflow.
- Set up, facilitate and pack down engagement sessions. During sessions, the focus will be on educating participants on WAAC’s services, history, days of significance, sexual health and blood-borne virus health promotion messaging.
- Travel will be required to session locations. Predominantly in the metro area, but may also include regional travel.
- Liaise with the peak body for volunteering in Western Australia, VolunteeringWA, and other external volunteering support groups to also co-facilitate sessions for members of VolunteeringWA
- In consultation with the Health Promotion team – report stock levels of resources for activities such as condoms, lube and packaging as required by booked sessions.

Selection Criteria

Essential

- A relevant tertiary qualification in health promotion, sexual health, public health and/or experience in health promotion/training settings.
- Experience developing, facilitating, and evaluating training and education workshops/courses.
- Lived experience and/or sound and continued understanding of the needs of people from diverse backgrounds including Lesbian, Gay, Bisexual, Transgender, Intersex, Queer and Asexual (LGBTIQA+), and/or Culturally and Linguistic Diverse (CALD) and Aboriginal and/or Torres Strait Islander (ATSI), and/or people living with HIV (PLHIV).
- Sound awareness of administration requirements for developing fee for service structure e.g. invoicing, pricing services, packaging services, setting realistic financial goals.
- Demonstrated ability to build and maintain effective relationships with internal and external stakeholders to develop projects that achieve mutual goals.
- Ability to manage time effectively, balance competing work priorities and meet deadlines.
- Ability to be flexible to the needs of external stakeholders and clients and develop responses that are tailored to individual requirements.
- Promote a safe and healthy working environment that complies with OSH/risk requirements.
- Current Western Australian Driver’s License and the ability to drive fleet vehicles.
- National Police Clearance (within the last 6 months).
- Excellent written and presentation skills;
- Able to work flexibly across the week, evenings and weekends as required;
- A demonstrated ability to use Microsoft software packages and appropriate databases;

Desirable

- An understanding of sexual health and blood-borne viruses.
- Experience in evaluation, measurement and analysis frameworks including the use of relevant software.
- Experience in an educator/group facilitator position.

Hours of Work

This is a casual position. The standard working week is 37.5 hours, Monday to Friday delivered between the hours of 8.30am and 5.00pm unless otherwise negotiated in the contract. Work outside of these hours is occasionally required.

Conditions of Employment

Conditions of employment are based on those of the Social and Community Services (Western Australia) Interim Award 2011. This position is subject to an initial three-month probationary period.

Equal Employment Opportunity and Substantive Equality

WAAC is committed to achieving a diverse workforce and strongly encourages applications from Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds, People Living with HIV, people of diverse sexuality and/or gender and people with disabilities.

WAAC is also committed to substantive equality by striving to achieve equitable outcomes as well as equal opportunity. We take into account the effects of past discrimination and recognise that rights, entitlements, opportunities and access are not equally distributed throughout society. Substantive equality recognises that equal or the same application of rules for certain groups can have unequal results.

Position Level

This position is currently a Social and Community Services (Western Australia) Interim Award 2011 - Level 3. Salary packaging is also offered.

Position Training Requirements

The following training is required to fulfill position duties as stated in the position description and to be completed on the commencement of tenure.

Program Title	Mandatory	Optional
HIV, STI and BBV	X	
Cultural Safety	X	

Acknowledgement

The information contained within this position description is intended to describe in general the nature and level of work being performed by incumbents in the assigned position. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, the incumbent may be required to perform duties outside of their normal responsibilities as required and directed.

Signing this Position Description Indicates an Agreement and Acceptance of the content and conditions.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date: