



Position Description

Position Information	
Position	Trainer and Assessor, She Leads Diploma of Leadership and Management
Date approved	August 2019
Program	Education and Training (She Leads Diploma)
Supervisor	Education and Training Coordinator
Location	Central Office
Hours of work	30 hours per week

General Conditions of Employment
<ul style="list-style-type: none">• YWCA Canberra Enterprise Agreement 2014 – 2017.• Appointment is subject to obtaining a satisfactory Working with Vulnerable People check at own cost.• Appointment is subject to satisfactory working rights in Australia.• All YWCA Canberra policies and procedures will apply.• Appointment is subject to a 6 month probation period.

Position Statement
<p>Working closely with the Education and Training Coordinator, the Trainer and Assessor, She Leads Diploma of Leadership and Management is responsible for developing and delivering the qualification to aspiring and emerging women leaders and managers.</p> <p>The Trainer and Assessor works closely with expert external facilitators to deliver face-to-face classes, organises and facilitates in-class panel discussions, provides mentoring and support for students and marks assessments.</p> <p>The Trainer and Assessor also organises the She Leads Workshop events, which are delivered by expert external facilitators.</p>

Form: Trainer and Assessor She Leads Diploma of Leadership and Management Position Description	Review Date: 7 August 2019
Steward: Executive Director Business Development	Approved By: Executive Director

Position Description



YWCA CANBERRA

Responsibilities	
Coordination and facilitation	<p>This role is required to perform a range of tasks to support the successful delivery of the She Leads Diploma of Leadership and Management and She Leads Workshops:</p> <ul style="list-style-type: none"> • Provide information to prospective students about the She Leads Diploma and proactively support the marketing of the course • Develop class schedules and undertake all related administration for class delivery (including identifying and booking facilitators, preparing materials, booking catering, room set-up) • Attend all classes to support students and facilitators, conduct student observations, and evaluate the effectiveness of the workshop • If required, deliver classes and workshops where external experts are not available
Teaching	<p>Facilitate an effective learning environment, with quality outcomes that meet 2015 Standards for RTO and Australian Quality Framework:</p> <ul style="list-style-type: none"> • Plan and prepare lessons for courses/subjects • Use best practice teaching strategies, resources and methods • Cater for the needs of individual students • Regularly monitor and record student achievements • Extend and develop teaching skills, strategies, content, assessment methods and resources <p>In consultation with the Training Unit Coordinator:</p> <ul style="list-style-type: none"> • Establish course objectives • Implement evaluation programs • Recommend any necessary program adjustments and changes
Assessment	<p>Provide accurate and appropriate assessment of students' achievements in relation to the stated learning objectives and requirements:</p> <ul style="list-style-type: none"> • Establish assessment criteria in consultation with the Education and Training Coordinator • Prepare and supervise assessments • Mark and moderate student assessments • Finalise and accurately record student results • Evaluate the assessment program
Student management	<p>Contribute to the vocational and educational welfare of students:</p> <ul style="list-style-type: none"> • Advise and inform students of available support, resources and assistance • Assist with enrolment processes and procedures • Identify students with special needs • Inform the Education and Training Coordinator of students with special needs • Offer guidance and direction to students • Monitor trainee progress and report back to employers

Form: Trainer and Assessor She Leads Diploma of Leadership and Management Position Description	Review Date: 7 August 2019
Steward: Executive Director Business Development	Approved By: Executive Director



Position Description

Subject and curriculum development	<p>Respond to or assist with community and industry educational requirements:</p> <ul style="list-style-type: none">• Develop and organise appropriate course/subject material• Assess industry/community/student needs• Recommend appropriate course/subject development• Develop relevant course content• Prepare and organise resources• Recommend any course/subject changes <p>In consultation with the Education and Training Coordinator:</p> <ul style="list-style-type: none">• Define goals, objectives and methods of assessment• Evaluate and implement course and subject changes
Collaboration and innovation	<p>Demonstrate a collaborative and innovative approach to work:</p> <ul style="list-style-type: none">• Work collaboratively and transparently with the Education and Training team and colleagues across the organisation to enhance course outcomes and students' experience• Proactively identify opportunities and innovative approaches to raising the profile of the course• Proactively build a network of relevant industry, educational and community groups and individuals to ensure a pipeline of students• Maintain professional/trade memberships where appropriate
Work health and safety	<p>Take all practical steps to create and maintain a safe and healthy working environment for staff, students and other persons within area of responsibility.</p>



Position Description

Selection Criteria	
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> TAE40110/TAE40116 Certificate IV Training and Assessment BSB51915 Diploma of Leadership and Management OR equivalent or superior academic qualifications/competences in leadership and management <p>Desirable:</p> <ul style="list-style-type: none"> BSB30415 Certificate III in Business Administration or equivalent or superior academic qualifications/competences in business administration
Knowledge and experience	<p>Essential:</p> <ul style="list-style-type: none"> At least three years recent industry experience in a leadership/management role or similar Experience in subject and curriculum development Experience in development of assessment tools Experience in managing student performance <p>Desirable:</p> <ul style="list-style-type: none"> Recent training and assessment experience in the vocational education training sector Communication and marketing skills Event management experience A wide professional network, both on and offline
Capabilities and behaviours	<ul style="list-style-type: none"> Commitment to empowering women and addressing gender inequality Exceptional organisational skills and an ability to work autonomously as well as cooperatively in a team High level of communication and inter-personal skills including the ability to communicate with a broad range of people on the telephone, in person and by email High level of computer literacy including the use of Microsoft products including word, excel, PowerPoint. Flexibility and ability to cope with variety and workplace change
Other Requirements	<ul style="list-style-type: none"> Ability to work within the philosophy of the YWCA Canberra Current full driver's license and access to vehicle with comprehensive insurance during working hours A current Working with Vulnerable People Registration Australian Citizenship or suitable rights to work in Australia

Authorisation

Employee	Signature: Name:	Date	Click here to enter a date.
CEO	Signature: Name:	Date	Click here to enter a date.