



## POSITION DESCRIPTION

---

<b>POSITION TITLE:</b>	<b>Trainer</b>
<b>PROGRAM AREA:</b>	<b>Education &amp; Training Program</b>
<b>LOCATION:</b>	<b>44 Spring Street, Geelong West</b>
<b>POSITION HOURS:</b>	<b>38 hours per week (Full-Time)</b>

---

### AGENCY OVERVIEW

Barwon Youth is a dynamic community service organisation that provides a broad range of youth specific services to young people and their families living in the Barwon South West Region of Victoria. The agency provides a range of responses for 'at risk' young people across the region who are experiencing difficulties such as homelessness, early school leaving, substance abuse, unemployment or involvement within the Youth Justice system.

### PROGRAM SUMMARY

Barwon Youth Education and Training offers a range of programs to meet the diverse needs of participants with respect to skills, knowledge and personal qualities. Our aim is to empower young people to make decisions about their career paths, learning opportunities and to develop skills that will ensure successful futures and active engagement in the community.

Young people who are referred to the program are offered a range of training options from elective modules, to full-time accredited training (through the Certificate in General Education for Adults), and given the opportunity to learn in a dynamic and supportive environment.

### POSITION SUMMARY

The role of the trainer will involve planning, delivering, assessing and evaluating education and training opportunities for young people in the program. The trainer will work closely alongside the education and training team to develop innovative programs and pathway plans that are reflective of the young persons' needs and that meet a range of accredited module requirements under the AQTF.

### CONDITIONS OF EMPLOYMENT

Conditions of employment are in accordance with the Labour Market Assistance Industry Award 2010 as Training & Placement Officer 2.

Barwon Youth offers over and above award conditions including:

- Generous salary packaging available
- One week additional annual leave
- One week purchase leave

### QUALIFICATIONS

- Relevant tertiary qualification in Education, Welfare/Youth Work or associated discipline
- Certificate IV in Training and Assessment (or a commitment to completing this)
- Current Victorian Drivers Licence
- Level 2 First Aid Certificate

Updated: 2<sup>nd</sup> Feb 2012

By: Elaine Woods

## KEY SELECTION CRITERIA

- An understanding of the principles of adult education
- Experience in working with at risk young people who are, or have been disengaged from education or training
- Ability to plan curriculum, deliver, assess and evaluate training courses
- Ability to develop creative and innovative activities that engage at risk young people
- Ability to work both independently and as part of a team
- High level communication skills
- Flexible approach in working with young people
- Knowledge of networks

## ACCOUNTABILITY

The trainer will be immediately responsible to the Manager of Training & Development and ultimately to the Barwon Youth Chief Executive Officer and Board of Management.

## DUTIES

- Operate under all relevant acts and legalities
- Plan, deliver and evaluate training programs
- Plan and attend excursions and camps for the young people in the program
- Documentation of relevant information to meet all auditing requirements
- Development and continuous improvement of assessment tools and strategies
- Participate in professional development activities
- Administration and record keeping in line with AQTF requirements
- Use of VETTrak computing system

## AGENCY RESPONSIBILITIES

- Participate in Barwon Youth staff and team meetings
- Participate in supervision in accordance with Barwon Youth Supervision Policy
- Contribute to continuous quality improvement
- Co-operate with instructions, support and promote Occupational Health and Safety within Barwon Youth workplaces and whilst engaged in Barwon Youth activities.
- Participate in broader agency committee/s on a rotating basis.

## TRAINING OPPORTUNITIES

Provision is made for staff to access relevant professional development opportunities appropriate to furthering the progress of their program area and increasing work skills.

**The successful applicant must be in possession of a current Working With Children  
Check and must obtain a National Police Certificate prior to their appointment  
Barwon Youth is a smoke free work environment  
Barwon Youth is an equal opportunity employer**

**Barwon Youth is an Accredited Community Organisation**

**BAYSA Ltd trading as Barwon Youth**