**POSITION DESCRIPTION:**   
**CONTRACT** **TRAINERS (MULTIPLE POSITIONS)**

Full Stop Australia provides a wide range of training and development programs in violence prevention, response and professional development.

Contract Trainers for the Social Responder Project will focus on delivering training for migrant and refugee communities to support effective response to domestic, family and sexual violence. Trainers recruited for this program have the opportunity to join Full Stop Australia's trainer panel to provide other programs.

The Social Responder Project is aimed at building the capacity of faith and community leaders in their role as social responders to support them in recognising and responding to disclosures of domestic, family, and sexual violence. The project will involve training up 100 social responders across migrant and refugee communities in the Canterbury Bankstown area and the Northern Rivers Region.

# PURPOSE OF THE POSITION

This contract role will co-facilitate a training program to community leaders from migrant and refugee communities.

This position requires excellent presentation and facilitation skills, knowledge of adult learning principles, and the highest levels of professionalism and ethical behaviour. Candidates must have an awareness of the multiple factors that can influence individual participants’ responses to training and professional development events and must have experience in similar facilitation roles.

This role requires cultural sensitivity and an inclusive approach to content delivery. Successful candidates will have the opportunity to continue on as a casual trainer beyond the life-cycle of the project to deliver Full Stop Australia’s suite of response and prevention programming.

# POSITION RELATIONSHIPS

Team: Training & Consulting Services

Position Reporting To: Head of Training & Consulting Services

Positions reporting to this Position: Nil

# ORGANISATIONAL CONTEXT

Full Stop Australia is committed to upholding the rights of all women to live in a socially just and equitable society and the right of all people to live free of violence. The organisation provides services nationally in the areas of sexual assault and domestic violence.

The organisation works with all stakeholders in accordance with its vision, mission, principles and goals.

The Social Responder Program will be delivered in Western Sydney and the Northern Rivers.

# KEY ACCOUNTABILITIES AND WORK PERFORMED

* Provide, in accordance with Full Stop Australia's Code of Ethics and contemporary professional standards, excellent quality training.
* Ensure that work is carried out to a high standard of professionalism, efficiency, effectiveness and accuracy, timeframes are met, and participants’ confidentiality is maintained according to policy.
* Attend and actively participate in mentoring and supervision to continuously improve the quality of training and professional development events provided.
* Comply with information collection, quality improvement, risk management procedures, record keeping and administrative practices of the organisation.
* Ensure all documentation is concise, legible, secure and available to colleagues as appropriate within the organisation.
* Abide by workplace practices.
* Where relevant, meet statutory obligations as a Mandatory Reporter in cases of children and young people at risk of harm.
* Comply with the Confidentiality Policy and Copyright Agreement.

**MAJOR CHALLENGES OR CONSTRAINTS**

* Ability to deliver training in a culturally safe and appropriate manner.
* Must have availability to deliver training from August to November in Canterbury-Bankstown and/or Northern Rivers Region (all travel costs are covered by Full Stop Australia).
* Ability to deliver engaging training in face-to-face and digital environments.
* Ability to ascertain the level of participant knowledge and alter the pitch of training being delivered.
* Provide excellent quality training that contains highly sensitive material, whilst safeguarding the wellbeing of participants.
* Maintaining awareness of current research and events in relation to the training content.

# DECISION MAKING

The Trainer is a professional with experience in their vocation. They will be responsible for making appropriate ethical judgements in their work. Regular supervision will be provided.

**INTERACTION AND COMMUNICATION**

It is essential that the candidate demonstrates cultural sensitivity, safety, and appropriateness in all interactions, particularly when working with individuals from migrant and refugee backgrounds. The ability to adapt communication styles to suit diverse cultural contexts and build trust with community members is critical.

**WORKPLACE ATTITUDE**

The Trainer will demonstrate the following positive workplace attitudes:

* a constructive and pro-active approach to work practices and tasks,
* embrace diversity in all its forms
* not participate in conversations that undermine the organisation or individuals within the organisation,
* willingness to learn,
* commitment to upholding the rights of others,
* recognition of shared responsibilities,
* using reflective practices and taking personal responsibility for contributing to workplace problem solving,
* understand that each worker is a part of the whole and that all positions and roles contribute equal value to the organisation’s overall aim of providing high quality service provision,
* not engaging in social media in a way that may be detrimental to the organisation, and
* not using private communication mediums e.g., a mobile phone, to the detriment of the organisation.

# KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

* Strong cultural competency and experience working with individuals from diverse cultural and linguistic backgrounds, particularly in the context of community education or capacity-building programs.
* Lived and/or professional experience as a migrant, refugee or Culturally and Linguistically Diverse person. An understanding of cross-cultural experiences is highly regarded and will be considered an asset to this role.
* Commitment to excellence in provision of adult education programs.
* Excellent presentation and facilitation skills.
* Engaging, confident, positive and motivational approach.
* Sensitivity and ability to adapt teaching / facilitation styles to participants within various contexts.
* Demonstrated ability and/or willingness to incorporate feminist perspectives within training programs.
* Degree qualification in a relevant area or equivalent experience
* Understanding of the causes and consequences of domestic, family and sexual violence.
* Computer literacy skills.
* Experience managing group dynamics in a training environment.

**Desirable**

* Experience working with communities such as: Bangladeshi, Pakistani, Rohingya, Filipino.
* Language skills other than English such as: Bengali, Urdu, Rohingya.
* High level knowledge in primary prevention, complex trauma or vicarious trauma.

Sighted and agreed to by Trainer

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Current as at:** | July 2024 |
| **Review due:** | July 2025 |
| **Consultation by:** | Trainer and Head of Training & Consulting Services |
| **Approval by:** | Chief Executive Officer |