

Job Description

Job title:	Lead Facilitator and Trainer
Reporting to:	Executive Officer, Initiatives of Change Australia (IofCA)
Hours:	Part-time at 0.6 FTE (3 days)
Salary:	\$68K pro rata 12-month fixed term plus superannuation Position to be reviewed prior to extension
Location:	Initiatives of Change Australia-Pacific Centre 'Armagh', 226 Kooyong Road, Toorak, VIC 3142

Purpose of the position

As the Lead Facilitator, you will support Initiatives of Change projects and assist with developing and coordinating a team of facilitators to deliver workshops and training sessions across a broad community, including the education, corporate and community organisation sectors.

The role is responsible for facilitating workshops, both face to face and virtually.

Responsibilities and duties

1. Learn specific IofCA programs to be able to take a lead role in facilitating them.
2. Work across a number of IofCA programs, taking a lead facilitation role and training role.
3. Develop a pool of facilitators, both existing and emerging—paid and voluntary.
4. Coordinate facilitators across IofCA programs.
5. Liaise with program coordinators to understand and respond to their specific needs.

When conducting training in the corporate sector, schools and other organisations:

- Engage with the clients in briefings and throughout the project lifecycle.
- Facilitate workshops and activities, following an agenda and using content that has been matched to clients' needs.
- Between facilitating and coaching sessions, your time will be spent assisting with the design and development of resources for in-person and online training events.

Teamwork and skills

- Excellent facilitation and training skills
- Willingness to learn and understand the IofCA ethos and methodology of bringing change in society through change in people's behaviour, attitudes and relationships
- Ability to liaise with operational functions such as Communications, Administration and our community Network, as required
- Attend and contribute to relevant meetings, such as staff meetings and Coordinating Team meetings
- Clear communication skills and a motivated working attitude
- Demonstrated ability to interpret and confidently present complex information to an audience
- Interpersonal and engagement skills
- Ability to create physical and psychologically safe and trusted sharing spaces for participants
- Enable individuals to achieve their aspirations and key objectives.

A flexible approach to work arrangements is needed, including working out of normal business hours for meetings and programs, where relevant. Interstate travel on occasion will be required.

Applicants must be willing to undertake a National Police Record check and, if required, a Working with Children check. (IofCA will arrange the National Police Record check, prior to appointing.)