



## POSITION DESCRIPTION

### Trainer Innovative Resources

#### WHY THE ROLE MATTERS

The Innovative Resources (IR) trainer develops and facilitates highly-engaging workshops and courses that reflect the values and goals of Anglicare Victoria and of the strengths approach to practice. Innovative Resources' workshops and courses are designed to inspire, develop and resource practice and build a kit-bag of conversation-building techniques, materials and activities. We specialise in working with organisations to offer tailor-made training according to their needs and client base. This role understands social impact and social justice issues and thrives on engaging with internal and external stakeholders to develop and deliver training content. The Trainer reports to the Manager of Innovative Resources and works collaboratively with the broader Learning and Organisational Development team.

#### HOW WE MAKE A DIFFERENCE

AV is focused on transforming the futures of children, young people, families and adults. IR is a social enterprise operating to effect positive change as part of AV. For over 25 years IR has produced wide ranging publications, resources and training for working with children, youth, adults, families and communities. The publications draw on a range of practice modalities. The highly-visual, solution-focussed, strengths-based tools are designed to open up meaningful conversations about feelings, goals, values, relationships, mental health, resilience, team-building and supervision. The values and information communicated via these resources, is a powerful way to educate and influence the human services sector and other wider communities. These resources can play a significant role in building social and emotional learning and promoting more respectful, inclusive societies in general.

#### QUICK FACTS ABOUT THE ROLE

Reports to:	Manager, Innovative Resources
Direct reports:	Nil
Internal Stakeholders:	Innovative Resources team, People and Culture team, Finance team, Business Development specialist, practice specialists, line leaders, training facilitators, team leaders.
External Stakeholders:	Practitioners, organisations, educators, trainers, government departments and other human service and education practitioners—including IR's international resellers.

Hours	0.8 EFT
Duration	12 months

## WHAT'S EXPECTED IN THE ROLE

### Operational

- Create, adapt and facilitate workshops that are customised to meet the learning goals of the participants
- Facilitate quality workshops that are highly interactive and fun
- Create content for workshops and courses across different learning modalities—including online, real time and blended learning formats—reflecting the key principles and practices of the strengths approach, the IR tools, and the values and goals of Anglicare Victoria
- Review and modify existing learning materials and activities
- Create a dynamic, creative, informative set of training notes, handouts, visual aids and other tools to facilitate learning
- Understand and demonstrate the roles that great tools can play in human service delivery
- Foster a safe learning environment and respond skilfully to reactions that can arise when people are speaking about their feelings, goals and experiences
- Model inclusive, respectful practice
- Prepare for, evaluate and report on, workshop delivery
- Deliver workshops face-to-face and/or via videoconferencing or blended learning as appropriate
- Confidently and enthusiastically demonstrate a wide range of ways to use materials published by Innovative Resources including card sets, tactile materials, scaling tools, digital tools, apps and the five column tool
- Contribute significantly to the professional development of staff within Anglicare Victoria by facilitating training and presenting to teams and networks as needed.
- Represent Innovative Resources and Anglicare Victoria at conferences and events, including as a speaker and presenter.

### Strategic

- Participate in the identification of resources and professional development opportunities in human services, education and training in order to inform business plans
- Identify and have a working knowledge of emerging therapeutic practice modalities and growing needs and pressure points in the human services and education sectors
- Collaboratively develop, articulate and implement the vision for the role of Innovative Resources can play in creating respectful, inclusive social change through resources and training
- Establish and maintain effective, respectful and collaborative relationships with stakeholders, both internally and externally
- Contribute to operational and strategic projects, planning and initiatives
- Liaise with organisations to ensure partnerships and contractual arrangements are adhered to

### Quality

- Develop and facilitate workshops and courses that enhance the reputation and credibility of Anglicare Victoria and Innovative Resources, and that represent best therapeutic practice.
- Continually evaluate and improve the quality of training being delivered

- Understand and meet the legal obligations associated with the delivery of training in Australia and internationally, including meeting privacy obligations regarding financial transactions and customer information
- Participate in the implementation of policies, systems and processes in collaboration with the broader People and Culture team.

<b>Your role in creating a safe workplace for all</b>	<b>Your role in creating an inclusive workplace for all</b>
<ul style="list-style-type: none"> <li>• Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures.</li> <li>• Take reasonable that your actions or omissions do not adversely affect the health and safety of themselves and others</li> <li>• Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace</li> <li>• Report all injuries, illness or 'near misses' to your Supervisor or Manager</li> <li>• Participate in relevant health and safety training based on roles and responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Build an engaged, positive and professional workplace culture in line with our mission and values</li> <li>• Ensure an inclusive environment for all to support the maturing of our workforce in respect to Diversity &amp; Inclusion across all groups including LGBTIQ and Indigenous and Torres Strait Islanders.</li> <li>• Role model positive behaviours and an open, inclusive and collaborative approach to working always behaving ethically and with integrity.</li> </ul>

## WHAT YOU NEED TO BRING TO THE ROLE

<b>Your training and qualifications</b>	
<ul style="list-style-type: none"> <li>• Qualifications and experience in human services including social work, psychology, counselling, health communication or therapeutic modalities required.</li> <li>• Experience in developing, facilitating and evaluating highly-engaging workshops and courses.</li> <li>• Qualifications in communication, education, training or group work well regarded.</li> </ul>	
<b>Your experience</b>	<b>Your approach</b>
<ul style="list-style-type: none"> <li>• Demonstrates strong appreciation for, and experience in, using Innovative Resources' materials</li> <li>• Reflects passion for the use of creative tools and activities with individuals and groups</li> <li>• Exhibits appreciation of the value of reflective practice</li> <li>• Displays strong understandings of strengths-based, solution-focussed therapeutic practices and skills</li> <li>• Shows evidence of keen interest in the practice modality, the design purposes and development histories of each tool being utilised in the workshops</li> <li>• Demonstrates ability to select and adapt the use of the tools for different audiences and</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates strengths-based, solution-focussed values and principles</li> <li>• Demonstrates strong motivational and facilitation skills</li> <li>• Has strong commitment to social justice advocacy</li> <li>• Engages collaboratively both internally and externally</li> <li>• Takes responsibility for personal and professional outcomes</li> <li>• Collaborates and connects with team members in achieving project and business goals</li> <li>• Works autonomously and with capacity to reflect and learn</li> </ul>

<p>purposes e.g. children, youth, families, mental health, feelings, team-building, supervision, goal-setting, self-care, early learning, counselling.</p>	<ul style="list-style-type: none"> <li>• Demonstrates flexibility and curiosity at both an individual and organisational level</li> <li>• Is open to change; can initiate and facilitate change</li> <li>• Is inclusive, reflective and respectful</li> <li>• Is learner-centred.</li> </ul>
<b>What's non-negotiable for the role</b>	
<ul style="list-style-type: none"> <li>• All Anglicare Victoria team members must provide evidence of their valid working rights through an Australian/New Zealand birth certificate or passport, Citizenship certificate or Permanent residency certificate or an International passport with evidence of a valid working visa, which is subject to a Visa Entitlement Verification Online (VEVO) check.</li> <li>• All Anglicare Victoria team members' offers of employment are subject to a satisfactory Criminal History Check and possession of a current Working with Children Check prior to commencement.</li> <li>• A current Victorian driver's licence.</li> </ul>	