

Our vision

Trusted as the leading humanitarian organisation making a genuine difference in the lives of people and communities.

Our purpose

Bringing people and communities together in times of need and building on community strengths.

We do this by mobilising the power of humanity.

Our Fundamental Principles

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, Universality

Our Values

We are part of a movement.



We Respect

As humanitarians, we put people first, listening to, understanding and respecting each other.



We aspire

We are curious, optimistic and we learn, because we want to do and be better.



We collaborate

We achieve our best by bringing people together on shared goals.



We stand up

We face challenges and opportunities with courage and compassion.



We deliver

We take ownership of delivering on our goals and make genuine impact.



<https://www.redcross.org.au/>

At Australian Red Cross we:

- Adhere to the 7 fundamental principles of Red Cross
- Act at all times in accordance with Australian Red Cross Ethical Framework and Child Protection Code of Conduct and applicable policies
- Are committed to protecting the rights of all people, particularly those who may be experiencing vulnerability. We want the people we work with to feel safe, be safe and free from abuse of any kind. We are a child safe organisation. We have zero tolerance for child abuse. We value, respect, and listen to children and are committed to supporting child safety and wellbeing in our work
- Demonstrate skill, knowledge, and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Are committed to building a culture informed and characterised by the principles of diversity, equity, inclusion, and belonging. Australian Red Cross people are supported to understand and embed these principles into their leadership of self, others, teams, and workflow

Position Description

Position Title	First Aid Trainer	Department	First Aid Mental Health
Location	Various - State based	Direct/Indirect Reports	Nil
Reports to	Regional Area Leader	Date Revised	November 2022
Industrial Award	Educational Services (Post-Secondary Education)		
Award Level	9	Red Cross Job Grade	3
Job Level	Team Member	Job Evaluation No:	HRC0063684
Special Measures			

Position Summary

The First Aid Trainer is responsible for the delivery and assessment of first aid courses on behalf of Australian Red Cross in accordance with required quality and compliance standards and for ensuring a positive end to end student experience.

Position Duties

Key responsibilities/accountabilities

- Deliver and assess first aid training utilising Red Cross endorsed materials via face to face and virtual training delivery modes to a range of different audiences including adults and young people (under 18 years of age).
- Undertake assessment of students in line with principles of assessment and rules of evidence.
- Proactively plan training delivery by building knowledge and understanding of the audience in advance to ensure training relevance.
- Proactively organize and plan the necessary resources and logistics (eg room set up, site safety considerations etc) to deliver training.
- During course delivery, ensure a respectful and safe learning environment for all students is maintained at all times.
- Ensure students are fully informed of their rights and responsibilities and the relevant policies and procedures of the RTO.
- Complete all training related administrative activities in an accurate and timely manner.
- Provide other administrative support for the overall operations of the Registered Training Organisation (RTO) as required.
- Maintain training resources and equipment to a high standard and in accordance with infection control methods and other policies in consultation with Regional Area Leader.
- Contribute to a culture of continual improvement by participating in activities relating to feedback, material reviews and material development, when needed.
- Maintain a documented record of active participation in first aid/mental health and/or vocational training related activities to maintain industry currency and credentials in training and education.

Key relationships

- Liaise with Red Cross Leader regarding administration and delivery requirements
- Represent Red Cross through presentations and at functions and industry events

Person Requirements

Key Behavioural and Technical Capabilities

- A professional communicator, adept at engaging others across a range of mediums (face to face, webinar, virtual, online, email)
- A quick thinker with good initiative, able to adapt to changing situations
- Excellent presentation skills, promotes quality learning outcomes through professional, engaging, and meaningful interactions with students
- Organised, with strong administration and time management skills
- Comfortable using technology, including use of computer and web-based applications to support the delivery of training
- Sound understanding of competency-based training and the ASQA standards for RTOs.

Experience

- Experience in an educational or teaching role
- Demonstrated current industry experience in a health or first aid environment
- Adept at using computer programs and Internet applications

Qualifications

- TAE40116 Certificate IV in Training and Assessment (including TAELN411 / TAELN401A and TAEASS502 / TAEASS502A / TAEASS502B)
- Relevant First Aid qualifications (HLTAD011 or higher desirable but not essential)

Wellbeing, Health and Safety

It is our vision to be harm free and committed to providing and maintaining a safe and healthy environment for volunteers, members, staff, contractors, clients, customers, and others who may be involved in our work. Our Wellbeing Health and Safety direction is aimed at building a 'safety mindset' into our daily work, assessing and reducing risk, reporting hazards and incidents, and providing Red Cross people with a positive, healthy workplace.

- Identify and understand the current and future risks involved in undertaking your role and service delivery activities, then competently manage those risks so that everyone is safe
- Comply with the Work Health and Safety management system

Key Job Requirements

Licenses/compliance screening

Screening is required prior to commencement. Renewals may also be required during your employment in order to comply with specific contractual or legislative requirements.

A clearance to work with children	Yes
Driver's License	Yes
A clearance to work with vulnerable adults	No
Police check	Yes - every 5 years
National Disability Insurance Scheme (NDIS) check	No
Evidence of up to date* vaccination against COVID-19	Yes

A clearance to work with children is required for this role as it includes direct contact with children due to the requirements of the position and/or the nature of the work environment.

**As per latest definitions by the Australian Technical Advisory Group on Immunisation (ATAGI), or who have a medical exemption based on ATAGI guidelines*