


Position Description		
Role Title: Women's Leadership Training Program Facilitator – Part time 21 hours per week (12 month fixed term contract).	Reports to: CEO and works with Community Programs Coordinator and Refugee Support and Volunteer Coordinator.	
Department: Pre-accredited Programs and Community Development Stream	Responsible for: Support casual ACFE teachers assigned to the program, volunteer mentors. Funding: Adult Community and Further Education (ACFE) Innovation Grant Funding	
Location: 198 Napier St, Fitzroy, 3065 Vic.	Working pattern: Some out of hours work may be required.	
FLN Vision		
<p><i>Our vision is of a strong, fair, inclusive and engaged community: a community where everyone understands and can exercise their rights and responsibilities and where they are able to access the resources, networks and support they need to realise their aspirations.</i></p>		
Organisational Overview		
<p>Fitzroy Learning Network Inc. (FLN) is a not-for-profit organisation, affiliated Community Neighbourhood House Learning Centre and Registered Training Organisation (RTO). Since the mid-1980s FLN has provided a variety of highly regarded and valued programs and services to the community with a particular focus on newly arrived migrants, refugees, asylum seekers and young people. These programs and services range from English language programs to teaching sewing skills, computer skills and business leadership.</p> <p>We take a 'strengths-based' approach to our work. That is, we understand that learning is dynamic and complex; that people learn in different ways; and that by identifying and working from the foundation of skills and knowledge a person already has, they can strengthen that foundation as well as acquire new knowledge and skills. This approach also recognises and draws on the strengths of our local community to help us to plan and create pathways to obtain further education, employment, wellbeing, health and social participation.</p>		

Role purpose
<p>The position of Women's Leadership Training Program Officer is responsible for the development and coordination of a Women's Leadership and Volunteer Mentor program to be delivered by Fitzroy Learning Network through an innovation grant through Adult, Community and Further Education (ACFE). The aim of the program is to establish a pre-accredited program for Women from diverse Cultural, Socio-Economic and Non-English Speaking backgrounds who will gain guidance to determine future career, training and employment opportunities with the support of volunteer mentors. The key objectives for this position include:</p> <ul style="list-style-type: none"> • Develop a pre-accredited Women's Leadership and Volunteer Mentor program. Including the development of relevant training materials for a volunteer mentor and to develop leadership skills for women. • Ensure compliance with the relevant funding contract, ensuring the reporting requirements are met, within the due time frames. • Work effectively and empathetically with Women from diverse Cultural, Socio-Economic and Non-English Speaking backgrounds and volunteers. • Develop strategic partnerships with relevant stakeholders to deliver the programs outcomes.

Key responsibilities

Service planning, management and delivery

- Coordinate, deliver and evaluate a pre-accredited Women's Leadership and Volunteer Mentor program.
- Develop training materials and resources that will enable the development and delivery of the program.
- In liaison with the Community Programs Coordinator (responsible for the supervision of casual trainers) and Refugee Support and Volunteer Coordinator to recruit and support casual trainers and volunteer mentors to deliver the program.
- Recruit and enrol students, and volunteers, in liaison with the relevant FLN team members, in accordance with the relevant standards, policies and procedures.
- Develop relationships with local employers to provide opportunities for students to access onsite training opportunities to build their confidence and employability.
- Develop a strategic plan that outlines the development, delivery and evaluation of the program.

Continuous improvement

- Encourage an environment where innovation, continuous improvement and achievement are emphasised and rewarded.
- Promote and encourage flexibility and efficient collaboration throughout the organisation.

Relationship management

- Develop and maintain positive, beneficial partnerships and strategic relationships with relevant education providers, employers and community networks.
- Develop a database of employers and education providers to provide onsite work experience, training opportunities for students enrolled in the program.

Community engagement and customer service

- Respond to enquiries and meet with prospective students and volunteers applying for entry into the program and provide resources, information, enrolment details concerning the courses and provide other potential volunteer, career and learning pathways if the program is not suitable.

People, culture and wellbeing

- Work as member of the team in the provision of personal leadership in shaping the organisational culture by promoting FLN's vision and values while undertaking the role.
- Coordinate assigned team members and volunteers in the program in a professional manner that supports them to achieve the key outcomes of their roles in delivering the programs aims.
- Ensure compliance with FLN's policies, procedures and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination and other relevant policies.
- Complete a performance plan detailing the actions required to undertake the role within one month of commencing in the role.

Financial Management and Program Reporting

- Work with and under direction of the CEO to develop a budget to support the delivery of the program and gain approval to expend the budgeted funds as required.
- Provide monthly reports to the CEO and FLN Board on the development and delivery of program in relation to achieving its outcomes.
- Provide advice to the CEO and Board of potential opportunities from other funding sources to enable further funding opportunities to continue the program.
- Ensure accurate and timely submission of data to government bodies as required in relation to the delivery of program as required by ACFE and in liaison with the CEO and Community Program Coordinator.

Marketing and Promotion

- Develop and distribute relevant publicity material to support the delivery of the program to recruit new volunteers, students and employers to engage with the program.

Additional Duties

- Within the scope, skills and qualifications required for the role, in liaison with the CEO and as negotiated and agreed, undertake additional paid duties if required.

Experience, Key Skills and Essentials Attributes for the Position

Decision-making and collaboration

- This position is accountable for the delivery of the Women's Leadership and Volunteer Mentor programs as per FLN's Pre Accredited Programs and Community Development Stream.
- Make decisions and resolve issues relating to the day to day development and operation of the program, (in consultation with the CEO and other relevant members of the FLN team as required), ensuring decisions are consistent with the required outcomes of the program and FLN policies and procedures.

Developing solutions

- Take a solution-based approach to problem-solving, developing strategies to work through identified issues in a logical manner.
- Work as a positive, trusted member of the team and engage with team members in order to understand and solve problems collaboratively.

Resource and Management Skills

- Ability to work as an effective member of the team in liaison with relevant internal team members to develop and deliver quality programs and services.
- Ability to develop and manage outcome based stakeholder relationships
- Demonstrated financial and risk management skills.
- Application of Equal Opportunity, OHS and Anti-discrimination requirements, and principles of access and equity.
- Well-developed ability to work autonomously, prioritise, plan and organise work to meet deadlines and agreed performance outcomes.
- Demonstrate ability to understand and report funding contract requirements as required.

Working relationships

- Ability to collaborate with local Employers, RTOs, education and community program providers to build partnerships to deliver the program.
- Support volunteers and teachers to achieve the programs objectives and provide opportunities for students to move on to further training and employment outcomes.

Developing others

- Develop and foster a strong team approach in accordance with FLN's vision, values, policies and procedures that is in keeping with legislative requirements.

Knowledge and expertise

- Development of course materials for people from culturally diverse, Non-English speaking and at risk backgrounds.

- Experience working with volunteers and knowledge of the National Standards of Volunteering
- Understanding and experience in business, marketing and financial management.
- Demonstrated understanding of the principles and practices of the adult community education and training sectors in the delivery of adult education within a community engagement framework.
- Demonstrated ability to work empathetically with Women from diverse Cultural, Socio-Economic and Non-English Speaking backgrounds.

Key Selection Criteria

- Tertiary qualifications in education, training or a related field, experience in the development of course materials, delivery and coordination of adult education programs to people from low Socio Economic and Non English Speaking backgrounds or other diverse or at risk groups and volunteers.
- Excellent interpersonal and communication skills in negotiating and problem solving.
- Ability to manage budgets, assess and manage risk in the workplace.
- Demonstrated ability to work as a collaborative member of a team.
- Demonstrated capacity to develop, implement a strategic plan to deliver the agreed outcomes within the required timeframe.
- Completion of a successful police check and possession of a current Working with Children's Check.

Salary, Award and Conditions

The position is based on the employment conditions set out in the Educational Services (post-Secondary Education) Award 2010. The position is part time, paid @ \$30.06 per hour as per General Staff Level 5.2 as detailed in the award, for 21 hours per week, this is a 12 month fixed term contract position. Salary sacrifice arrangements are available.