

## Trainer & Assessor: Diploma of Leadership and Management

Contracted role (requires an ABN)

### ABOUT US

The Centre for Excellence in Child and Family Welfare (the Centre) is Victoria's peak body for child and family services in Victoria. We advocate for the rights of children and young people to be heard, to be safe, to access education and to remain connected to family, community, and culture. We represent over 150 community service organisations, students and individuals throughout Victoria working across the continuum of child and family services, from prevention and early intervention to the provision of out-of-home care.

The Centre is a Registered Training Organisation (RTO) providing accredited and non-accredited learning and development opportunities for the child, youth and family services' workforce and allied workforces.

The Centre is a diverse and inclusive workplace, committed to the health, wellbeing and cultural safety of our staff.

The Centre's Learning and Business Development team are responsible for delivering accredited and non-accredited L&D opportunities for adult learners- early career practitioners right through to executive leaders. We provide eLearning, dynamic online training and face to face workshops when possible.

### ABOUT THE OPPORTUNITY

The LBD team are seeking an enthusiastic and motivated trainer and assessors who can enhance our students' learning experience, knowledge and skills with their expertise.

Excellent communication skills, the ability to engage an audience online and to present subject matter in practical ways, are important criteria for the successful candidates to demonstrate.

As an RTO trainer and assessor, you will deliver and assess the BSB50420 Diploma of Leadership and Management, throughout the year via a combination of face to face and remote learning classes. You will also provide assessment support and follow up with participants undergoing the qualification.

Successful applicants can also be part of the CFECFW trainer pool who are engaged to deliver a range of accredited and non-accredited training for the child, youth and family service workforce and allied workforces.

### ABOUT YOU

- You are passionate about training and developing professionals in a range of career stages within the child, youth and family services sector
- You have excellent communication and presentation skills
- You have excellent time management
- You are an experienced and capable facilitator in an online environment (you are able to run a Zoom or MS Teams session with little help)
- You are proficient in Microsoft PowerPoint and can create appropriate learning materials.

### **ESSENTIAL**

- Current TAE40122/TAE40116 Certificate IV in Training and Assessment or a Diploma or higher-level qualification in adult education or vocational education and training.
- Vocational competencies at least to the level being delivered and assessed i.e. BSB50420 Diploma of Leadership and Management equivalent qualifications or sufficient and current leadership and business management experience that maps to the BSB450420 qualification
- Current **industry skills** directly relevant to leadership and business management
- Current knowledge and skills in **vocational training and learning** that informs your training and assessment
- Can provide a National Police clearance and a Working with Children Check
- Have or can obtain an ABN.
- Management Experience in a senior role

### **DESIRABLE**

- Industry experience within the community services sector

To apply please send a cover letter that addresses the above mentioned essential and desirable requirements of the role and a copy of your CV to Natasha Lobo, [natasha.lobo@cfecfw.asn.au](mailto:natasha.lobo@cfecfw.asn.au)