



POSITION DESCRIPTION

Position Title:	Training & Development Coordinator Women@Work Program
Reports To:	General Manager, Community Programs
Approved by:	General Manager, Community Programs
Date Approved:	January 2012

OPERATING ENVIRONMENT:

YWCA Victoria improves the lives of women by ending inequality. Our vision is to deliver exceptional services focused on creating opportunities for women facing disadvantage and be a powerful voice for women's equality.

As an independent, contemporary organisation, YWCA Victoria is supported by the YWCA owned and operated Jasper Hotel, government funding and a range of community partners to provide exceptional services and advance opportunity to Victorian women. The programs, operating out of six sites across Victoria, are designed to have a major impact on women's lives, boost self-esteem and social connection, and to alleviate the effects of homelessness, poverty, discrimination and other barriers to full participation in the community.

www.ywca.net

www.facebook.com/ywcavictoria

THE ROLE

Women@Work is a training program aimed at increasing confidence and skills required for obtaining employment. It is purposely tailored to meet the empowerment needs of women. It is being currently being delivered as a fee for service program with Job Services Australia Providers, neighbourhood houses and community services. It targets women who want to enter or re-enter the workforce. Participants are often women who are mothers, from non-English speaking backgrounds, long term unemployed women or those experience experiencing disadvantage. This position will deliver a high quality training service and drive the business plan for expansion of the program.

Topics covered in the training include, interpersonal skills development and aims to promote positive self-confidence with a focus on practical skills for job readiness.

KEY ACCOUNTABILITIES

Duties:

- Coordinate and deliver the training
- Engage with the participant group women and support their participation
- Promote and market the program in order to seek additional funding
- Other duties as directed

Selection Criteria:

- Preferred experience in working with marginalised and disadvantaged women and employment programs
- Preferred experience of the Job Networks sector
- Facilitation and group work skills
- Program planning, implementation and evaluation experience
- High level communication skills with an ability to communicate at all levels
- Capacity to work independently as well as a part of a team

Qualifications and Experience:

- Suitable qualification in adult education and training or a related discipline or extensive experience relevant to this position

RELATIONSHIPS

Supervises: Supervises Co-facilitator

Internal relationships: Community Programs and Housing Team
Finance staff

Conditions

- This position is funded until the 30th June 2012 with possible extension
- The position in part-time, 15hr per week
- Social, Community, Home Care and Disability Services Industry Award (Level 6)
- Time in Lieu is available
- The position is based at an inner city location. The position includes some travel (Pool vehicle will be provided for work related travel), and appointment is subject to the completion of a successful Police Check
- All YWCA Victoria employment contracts have a six month probationary period
- Flexible salary packaging benefits available to all staff