

Job Description			
Job Title: Sessional Trainer - Adult Community Education programs			
Role Purpose	Prepare and deliver training for Adult Community Education (ACE) and internally funded sessions including NDIS services. The Trainer will assist with promotion and marketing, course administration, deliver training to groups of participants plus individuals and report in line with funding contracts.		
Reports to:	Program Coordinator Employment & Training Support	Direct Reports:	Nil
Business Unit:	Employment & Training Support	Award Level:	SCHDS Level 3
Office Location:	UnitingSA Sites <ul style="list-style-type: none"> • Elizabeth • Taperoo • Whyalla 	HR Approval Date:	September 2020
Internal Relationships:	<ul style="list-style-type: none"> • Community Services 	External Relationships:	<ul style="list-style-type: none"> • Funding Body • Community Centres SA • Councils • Referring agencies • NDIS and Local Area Coordinator • Local schools
Person Specification (Knowledge, Skills and Experience)			
Qualifications	<ul style="list-style-type: none"> • Trainer and assessor qualification (TAA) essential • Current SA Driver's license • DCSI clearance • NDIS Clearance 		
Experience	<ul style="list-style-type: none"> • Demonstrated experience delivering training programs – accredited and non-accredited • Experience in modifying content delivery to meet the needs of the program participants • Experience working with diverse groups of people including people from CALD backgrounds, Aboriginal people and people with disabilities • Experience in reporting and administration of training programs 		
Skills & Knowledge	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent literacy and numeracy • Sound working knowledge of Microsoft programs and data bases • Understanding of Adult Community Education • Understanding of NDIS and funding model • Previous experience teaching Adults with a wide range of ability levels in a community setting • Able to adapt training delivery to meet individual needs • Able to establish a network that will benefit training participants (RTOs, Job Active and Disability Employment Programs, community services, schools, LCA's and allied health agencies) • Good administration skills to manage training tasks and preparation • Able to undertake skills assessments at entry and exit of each program, prepare reports and data for funding purposes 		

Job Function Details		
Key Result Area	% of Time	Tasks
Direct delivery / customer service	80%	<ul style="list-style-type: none"> • Provide a positive and nurturing work space for the participants • Encourage participants to acknowledge their current skill level and use that as a starting point in further developing their skills • Support participants to work within and grow their skill level at their own pace • Promote a healthy learning environment, encouraging participants to contribute towards the development of their learning experiences • Ensure a welcoming and open learning space for participants and community members • Enhance the learning experience by way of flexibility, friendliness and adapting to each participants specific learning needs • Provide assertive engagement to support ongoing attendance • Engage with employers • Provide on job supports • Provide individualised training related to skill development and employability skills
Enrolment and assessment	5%	<ul style="list-style-type: none"> • Complete ACE Student Enrolment, Declaration and Consent forms - forward forms to Report Manager and upload to client files on Penelope or manage the task within the administration team • Undertake an assessment of skills/need at enrolment of each participant, monitor and note progress during the course and complete an assessment upon completion of the course • Forward assessment forms to Report Manager for ACE data base input and reporting purposes • Develop employment pathway plan
Administration and promotion activities	10%	<ul style="list-style-type: none"> • Manage the administration tasks related to the course – preparation of learning materials, ensure resources are available (technology, general materials paper / pens etc) • Complete case noting on each client • Promote the program, ensure relevant referring agencies are notified of course start dates • Ensure catering is arranged for each training session • Using Unitin SA internal system to bill for services provided (NDIS) • Complete STELA reporting including enrollments
Reporting	5%	<ul style="list-style-type: none"> • Report weekly attendance to report manager • Provide relevant data, reports etc for program / funding reviews
Competency Profile		
Competency	Level	Behaviours
Adaptability and Flexibility	Self	<ul style="list-style-type: none"> • Smoothly handles multiple demands and shifting priorities • Deals with interruptions positively • Modifies approach to suit different people • Is open to different points of view • Copes with organisational change positively • Deals with a minimal degree of ambiguity in own role

Initiative		<ul style="list-style-type: none"> • Completes tasks without constant supervision • Puts extra effort in to complete work when not required to do so • Exceeds job description and takes on additional tasks • Addresses obstacles to achieve own goals • Acts on opportunities without prompting • Minimises potential problems by applying initiative
Team orientation		<ul style="list-style-type: none"> • Displays a genuine intention to work co-operatively with others • Offers to help others achieve common goals • Makes an effort to understand the goals of others • Shares all relevant or useful information
Planning and Organising		<ul style="list-style-type: none"> • Plans and prioritises own tasks and activities • Establishes short-term plans • Organises resources and activities to meet short-term plans • Recognises the need to commit plans to deadlines • Meets established deadlines
Detail and Quality Orientation		<ul style="list-style-type: none"> • Double-checks the accuracy of information/data • Double-check the accuracy of own work • Maintains an orderly workspace • Ensures work complies with quality standards • Displays consistency in work procedures • Takes responsibility to rectify errors concerning quality and service
Relationship Building Function		<ul style="list-style-type: none"> • Establishes a connection and affinity with others • Builds friendly, warm relationships that are mutually beneficial • Maintains ongoing relationships that are mutually beneficial • Shares relevant information with others • Recognises the value of building and maintaining relationships • Helps others achieve common goals • Openly communicates with others
Interpersonal Sensitivity		<ul style="list-style-type: none"> • Is attentive towards others • Seeks to understand the viewpoint of others • Recognises the needs and motivations of others • Is sensitive to verbal cues in one-on-one interactions • Is sensitive to non-verbal cues in one-on-one interactions • Understands implicit and explicit emotions • Is respectful towards others • Provides a reassuring presence

I have read and understand the requirements of this position:

Signed: _____ Name (print) _____ Date: _____