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Information Sheet

Training Officer Vacancy

Purple Orange is the shopfront for the Julia Farr Association, a social profit (NFP), non-government organisation. Through research and dialogue with people living with disability, Purple Orange develops policy and practice in support of people living with disability getting a fair go at everything that life has to offer.

When we recruit we look for people who have a deeply felt value base about social justice and the rights of people living with disability, especially in respect of choices and inclusion. We value self-starters who are driven to achieve genuine measurable outcomes.

For this role we are looking for an experienced, intelligent person who can take on the responsibility for designing, developing and delivering training packages which bring to life progressive policy and good practice initiatives to improve the life chances for people living with disability. Ideally you will come from an environment where your duties have been broad and varied and you are comfortable multi-tasking and taking on new challenges.

As you will see in the attached Role Description, the role involves working with our team to coordinate a program of training and education which is engaging and of high quality. You will have the opportunity to lead a program and develop processes to administer and engage key presenters on specialised subject matter.

This is a role for a person who can make things happen and engage with stakeholders in an influential but respectful manner. If you are a team player with an inquisitive and analytical mindset we are keen to hear from you.

If successful, we offer a generous salary with packaging options. We are located in modern, fully accessible offices at 104 Greenhill Road, Unley and offer flexible working conditions which might assist to meet individual's circumstances. The role will be appointed based on merit and people living with disability are encouraged to apply.

We have attached a Job and Person Specification and further general information about the Julia Farr Group is available via our website www.juliafarr.org.au. In preparing your application we strongly encourage you to address the essential and desirable criteria in the Person. Please also include a current résumé.

If you have specific questions please contact 8373 8333 for a confidential discussion.

Applicants are encouraged to apply by close of business 9 August 2010 and applications may be forwarded to:

Office Coordinator
Julia Farr Association
PO Box 701 Unley Business Centre SA 5061

We look forward to receiving your application.



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Julia Farr Association

Team Member

Role description & person specification

Title of Role:	TRAINING OFFICER
Term of Appointment:	Permanent (Full time 38 hr per week) Hours of work are negotiable and reduced hours are possible

ABOUT THE ROLE

1. Summary of the role's aim

The Training Officer is responsible for:

- The design, development and delivery of training packages which bring to life contemporary policy and good practice initiatives.
 - Coordinating a program of training, consultation and professional development.
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2. Main Benefits (Outcomes)

[A summary of the measurable benefits that will be brought to the target community]

The success of this role will be reflected by an improvement in the life chances for people living with disability¹, through the development of training and education programs that assists participants to:

- Increase understanding of known best practices in supporting people living with disability towards a good life
- Increase their awareness of new helpful policy initiatives
- Influence favourable change in public policy and legislation
- Lead and influence community capacity to be inclusive

¹ Note that throughout this document we acknowledge and support the benefits that family members can also gain from this role

- Initiate greater activity by, and awareness of, the voice of people living with disability
 - Access to a framework of professional and personal development which is delivered in a progressive disability policy context.
 - increased appreciation of Purple Orange and Julia Farr Association as a credible and well-informed source of training
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3. Main Deliverables (Outputs)

[A summary of what the role will quantitatively produce]

Contribute to the practices of the Julia Farr Group through the:

- development and maintenance of a program of training and education which is engaging and sees information shared between participants that reflects quality training; and
 - the availability of professional designed training packages on target issues.
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4. Main work activities (Processes)

- Design, and develop training material which encourages knowledge sharing
 - Facilitate and deliver training initiatives
 - Provide effective performance feedback and analysis on the progress of the training program
 - Coordinate and identify key presenters on specialised subject matter
 - Promotion and marketing of a program of events
 - Administer training session attendances and fee payment arrangements
 - Other activities as directed by CEO
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5. Reporting/Working Relationships

This role reports to (role sponsor): CEO or delegate

This role provides formal support and guidance to the following other roles:

- students, trainees, interns, volunteers etc who may from time-to-time be involved with Julia Farr Association in matters of research, and related activities.

This role is responsible for maintaining good networks with stakeholders including:

- People living with disability, and other people in their lives such as family, friends and other supporters
- Julia Farr Association Team Members
- Board members undertaking Board-mandated work in relevant areas
- Education sector
- Community leaders and NGOs relevant to the work
- Government staff relevant to the work
- Commercial sector staff relevant to the work
- Other potential training participants

6. Special Conditions (Such as travel requirements, frequent overtime, etc).

The incumbent is required to:

- Hold a current licence for a motor vehicle and to travel within the metropolitan area and regional locations as required.

The role demands a commitment to:

- Support the integrity of the Julia Farr Association by maintaining a high standard of personal and professional conduct that supports our values, including:
 - People living with disability having personal authority in their lives
 - Inclusive communities
 - Capacity-building
 - The exercise of ambassadorship
 - The exercise of your best judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation.
- Support and contribute to the achievement of the Julia Farr Association's goals as set out in strategy and business plan documents;
- Initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital;
- Work outside of normal business hours where this is needed;
- Participate in performance planning and review, as frequently as may be required, but at least annually, and commit to ongoing personal and professional development;
- Be willing to change office location if directed as a result of service development and organisational change:

Acknowledged by Role Holder /...../.....

Role Sponsor..... /...../.....

ABOUT THE ROLE HOLDER

Essential Criteria

1. A Certificate IV in Training and Assessment or equivalent
2. Success in working in a training environment.
3. Deeply felt value base in support of improving the life chances for people living with disability and their families, especially in respect of choices and inclusion.
4. An inquisitive and analytical mindset
5. A self-starter driven to achieve genuine measurable outcomes
6. Ability to work under limited supervision and coordinate a successful training program
7. Demonstrated ability to work in a multidisciplinary team, establish priorities and meet deadlines
8. Well developed planning, organisational and time-management skills
9. High level verbal and written communication skills
10. Engaging and persuasive presentation skills
11. Ability to use and develop training aids which enhance interest and learning opportunities
12. Demonstrated ability to contribute to the maintenance of a harmonious, safe and healthy workplace, free of harassment, unlawful discrimination and bullying and where diversity is valued

Desirable criteria

1. Relevant tertiary qualification
2. Personal insight of what it means to live with disability
3. Knowledge of current Disability Sector reforms initiatives and issues for people living with a disability.
4. Successful grant applications and/or experience in writing reports.
5. Well developed networks within the Disability Sector.
6. Knowledge of legislation & policy settings and how they impact people living with disability