

	<p>Level 1, 673 Bourke Street, Melbourne Victoria 3000</p> <p>ABN: 98 957157 895 Reg: A122</p>
<b>Position Title:</b>	Casual trainer
<b>Incumbent:</b>	Vacant
<b>Accountable to:</b>	Board of Governance through the Chief Executive Officer
<b>Reports to:</b>	Training Coordinator
<b>Area:</b>	Development
<b>Employment conditions &amp; Classification:</b>	<p>Casual appointment, hours and location to be agreed prior to assignment. Blended locations: office, home and training at sites TBA. Some travel outside usual work hours may be required</p> <p>SCHADS Level 5. Pay Point in accordance with experience</p> <p>Conditions in accordance with the WIRE Women’s Information Workplace Agreement 2016 or its successor</p> <p>Superannuation at current legislated level</p>
<b>Hours of Work:</b>	Between 8.00 am – 8.00 pm Monday to Friday.
<b>Performance Review:</b>	The position will be reviewed annually
<b>Version Number:</b>	6
<b>Approved by:</b>	Name: Elena Ashley
	Position: Manager - Operations
	Date: May 2023

## **Purpose of role**

As a casual trainer, you will develop and deliver training programs as well as training consultancy for other organisations. WIRE's for-purpose training suite includes our well-regarded non-accredited short courses Dealing with Difficult Calls and Understanding Family Violence.

## **About you**

To be successful in this role you will demonstrate:

- A commitment to WIRE's vision, values and purpose
- A good understanding of issues related to gender-equity, including family violence
- Ability to develop, tailor, update and deliver engaging training
- Exceptional time management skills with the ability to manage multiple projects
- Excellent verbal and written communication skills
- Ability to demonstrate effective skills in group facilitation, such as managing group dynamics, navigating difficult content and responding to resistance.

## **Key Responsibilities**

- Deliver training to a wide range of audiences, online and face to face
- Content creation, including developing innovative learning tools, written content and presentations
- Review and identify opportunities for continuous improvement in the design and delivery of WIRE's training and professional development products
- Liaise and communicate with a range of industries in all sectors including government, private and the community sector.
- General administration tasks including updating of material, record keeping, archiving, collating information and monitoring productivity.

## **General responsibilities**

- Create and maintain a safe and inclusive environment that is conducive to learning
- Be proactive in identifying and problem solving OHS matters
- Perform any other reasonable task as required.

## **Key Selection Criteria**

- Knowledge and personal commitment to gender equity and intersectional practice and knowledge of family violence responses

- Excellent interpersonal and communication skills to liaise effectively with a wide range of people
- Strong writing skills, including the ability to develop innovative learning resources
- Commitment to quality training, and experience delivering in face to face and virtual training spaces
- Demonstrated knowledge of adult learning principles and experience in providing a supportive learning environment

WIRE welcomes applications from women, non-binary and gender-diverse people, especially from Aboriginal and Torres Strait Island communities, or who are multilingual or are from culturally diverse communities. WIRE acknowledges the skills and knowledge acquired through lived experience. This could include experiences of marginalisation such as migrancy, racialisation, extended financial insecurity and family violence. We would love to hear from people who can utilise the skills and knowledge they have gained from lived experience for this program.

All employees at WIRE are required to undergo a Police Check and a Working with Children Check to confirm they are fit to work with WIRE service users and program participants. Convictions relating to assault, harassment or violence may indicate an applicant is not suitable to work at WIRE. However, we know that many people are unfairly criminalised, particularly those who have experienced family violence and who are part of marginalised communities. We invite people who have relevant experience to apply for this role and to have a confidential discussion about the circumstances of any conviction which might be considered a barrier to your employment at WIRE.

If you have any questions or would like to discuss the role in more detail, please contact the Training Coordinator, Penny Paul at email: [ppaul@wire.org.au](mailto:ppaul@wire.org.au)

**To apply for this role**, please email your current resume and a cover letter that has a short response describing an example of your experience, knowledge or ability about each of the Key Selection Criteria to Katherine Cavanagh at [kcavanagh@wire.org.au](mailto:kcavanagh@wire.org.au).

If there is anything we can do to make this recruitment process more accessible or safe for you due to your lived experience or circumstances, please let us know. You can also record an audio or video response (up to 5 minutes) and send [kcavanagh@wire.org.au](mailto:kcavanagh@wire.org.au), or arrange a phone call response to the key selection criteria by emailing Katherine to request this option.

## About WIRE

WIRE is the only Victorian state-wide free service that provides information, support and referrals to any Victorian women inclusive of nonbinary and gender-diverse people on any issue.

**VISION:** a just and inclusive society where all people can thrive.

**VALUES:** WIRE is feminist, inclusive and bold. We strive for social justice, empowerment and integrity.

**MISSION:** At WIRE we work with women, non-binary and gender-diverse people to address the issues they identify, assist them to make informed choices in their lives and advocate for structural change to bring about gender equity and social justice.

WIRE has a strong track-record of innovation in research, training and service delivery and addressing the multiple barriers women, non-binary and gender-diverse people experience that contribute to their marginalisation.

WIRE is a committed feminist organisation that provides best-practice gender-informed and non-stigmatising service delivery on any issue, and is an entry point for thousands of people every year.

We provide a Telephone Support Line, email and online, as well as face-to-face support at our Walk-in Centre located in West Melbourne. We also deliver a range of programs and services including job coaching, employment workshops, financial and legal advice clinics, and activities for those experiencing isolation and homelessness.

We undertake projects and provide education and resources to individuals, organisations and the community to build capacity and capability to counter gender bias, discrimination and family violence. This includes training products and programs focused on increasing women's financial capability, addressing family violence, dealing with difficult calls and working more effectively with women.

WIRE has doubled in size over the last few years and with more than 40 volunteers and 30 staff WIRE's work impacts throughout Victoria and changes lives. We are proud of who we are, the service we provide and what we have achieved.

## WIRE VALUES AND PRINCIPLES

[See WIRE's webpage with more information about WIRE our strategic plan and principles of practice](#)

WIRE staff will operate within WIRE's policies and procedures and in accordance with the WIRE Code of Conduct at all times.