



WAAMH

Western Australian Association
for Mental Health

POSITION DESCRIPTION

Position	Contract Training Facilitator
Contract	Casual
Hours	This role involves casual hours, based on booking requirements and facilitator skills and experience. Volume of work depends on client needs and trainer skills, experience and availability.
Location	Working from home; WAAMH Office, Workzone, Level 1, 1 Nash Street, Perth WA 6000 or other metro training location as required.
Remuneration	This is a casual contract position, with payment upon invoice with purchase order, as follows: <ul style="list-style-type: none">• Course material development is paid at a rate of \$70 per hour.• Course delivery (incl. GST):<ul style="list-style-type: none">• \$800 per day• \$500 per half day• \$300 per 2-3hour presentation• \$250 less than two hours
Reports to	Practice & Sector Development Manager
Approved	Chief Executive Officer
Date/Signed	July 2020

Job Purpose

The Western Australian Association for Mental Health (WAAMH) is the peak body for community mental health in WA with an established and dedicated history spanning more than 50 years.

Contract Training Facilitators are an integral part of WAAMH's training program. The role involves developing high quality, evidence-informed training material that has a strong theoretical focus whilst concurrently embedding a skills development perspective into training courses. Training facilitators facilitate training courses offered in both face-to-face and online modalities.

Contract Training Facilitators work closely with the WAAMH Practice and Sector Development Manager and with the WAAMH Training Coordinators.

Key Responsibilities

- Develop and maintain positive relationships with WAAMH training team members, the wider WAAMH team, Lived Experience Speakers and other key stakeholders.
- Under the direction of the Practice and Sector Development Manager, or the Training Coordinator/s, develop training course material (including PowerPoint presentations, session plans, workbooks and other supporting material), that is evidence-informed and underpinned by strong Recovery, Person-Centred and Trauma-informed perspectives.



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- Draw on practice wisdom to ensure that course material has a strong skills-development focus.
- Prepare for course facilitation by reviewing all content to be highly familiar with it prior to any training delivery.
- Facilitate engaging, interactive learning sessions in both face-to-face and online modalities, incorporating Adult Learning Principles.
- Work collaboratively with, and support, Lived Experience Speakers who are engaged to deliver specific components of training courses.
- Collect and return of all materials and equipment to WAAMH office if an off-site course.
- Travel to training delivery, at least 30 minutes prior to start of course to prepare the space and welcome participants. **Note:** Training Facilitators may be required to assist in setting up furniture and tidying training rooms. They are also expected to distribute training materials and name badges and ensure PowerPoints and other IT are set up. Trainers are not required to organise or manage catering.
- Present as a positive ambassador for WAAMH and actively promote WAAMH's other training courses and initiatives.
- Provide WAAMH with detailed evaluation, feedback and suggestions for improvement, following each course.
- Integrate learnings into future course development and facilitation in accordance with a continuous quality improvement approach to workforce development.
- Attend Training Facilitator team meetings and professional development opportunities as required.

Selection Criteria

Essential

- Tertiary qualification such as degree in Psychology, Social Work, Mental Health Nursing.
- Extensive professional experience in the mental health sector and a strong knowledge of the WA sector.
- Demonstrated experience in facilitating mental health training courses.
- Understanding and commitment to the principles of recovery, person-centred and trauma-informed practice, strengths-based approaches, and the value of lived experience expertise.
- Demonstrated ability to work in accordance with the principles of adult learning
- High level commitment to customer service and supporting participant wellbeing.
- Working knowledge of training technologies such as laptop, projector and electronic whiteboards.
- A willingness to develop skills in facilitating on-line interactive learning sessions.

Desirable

- TAE40110 - Certificate IV in Training and Assessment
- Lived experience of mental health issues and recovery as a consumer, carer or family member.
- A culturally and/or gender and sexuality diverse background.
- Willingness to accept occasional after-hours and / or regional engagements



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Acceptance of Position Description

Signature of Staff Member

Date

Name of Staff Member