



**WAAMH**

Western Australian Association  
for Mental Health

## POSITION DESCRIPTION

<b>Position</b>	Training Coordinator
<b>Contract</b>	Fixed Term Contract – Full Time
<b>Hours</b>	1FTE / 38 hours per week
<b>Location</b>	WAAMH Office, Workzone, Level 1, 1 Nash Street, Perth WA 6000
<b>Reports to</b>	Sector Development Manager
<b>Approved</b>	Chief Executive Officer
<b>Date/Signed</b>	October 2021

### Job Purpose

The Training Coordinator is responsible for coordinating the provision of training and development programs, oversight of administrative staff, the training content facilitator, contract trainers & lived experience participants and provides administrative support for members and the wider mental health community.

This position is responsible for coordinating the planning, development, and on-going delivery of a sustainable range of training & development programs which meet the needs of the community mental health sector and supports the strategic aims and directions of WAAMH as the peak body. A key element of the role is to contribute to maintaining a high standard of training content and the integrity of the training program.

### Key Responsibilities

The Training Coordinator works both autonomously and in consultation with the Sector Development Manager to deliver the following:

#### 1. Training

- Plan, develop and coordinate delivery of training & development programs with a minimum of 16 semester courses per calendar month or as directed by management.
- Prepare and provide proposals to potential clients
- Transfer a minimum of 8 proposals to booked contract courses per calendar month.
- Draw on their practice experience, skills and knowledge to review and edit training programs to ensure that the material delivered is of a high standard, evidence-informed and practice-focused
- Ensure facilitators and lived experience speakers are allocated to training sessions.
- Support the customisation of training content for contracted stakeholder delivery.
- Liaise with venues, members and presenters to produce highly organised events.
- Evaluate the impact and effectiveness of training & development programs provided.
- Ensure programs are informed by, accessible, and relevant to the culturally, linguistically and otherwise diverse nature of the sector and consumers.
- Identify and secure the services of suitable presenters and negotiate the delivery of programs and content.
- Ensure that training & development programs meet equity access and occupational health and safety requirements as mandated or recognised as best practice.
- Work closely with administrative staff at WAAMH that provide training & development.



**WAAMH**

Western Australian Association  
for Mental Health

## **2. Development**

- Source a range of training & development programs which address key changes, developments, skills and knowledge requirements in the sector and ensure they are developed by an appropriately skilled individual.
- Evaluate the impact and effectiveness of the training & development programs provided.
- Participate in the identification of arising and new training & development needs in the sector both independently and together with Sector Development team and work with the Sector Development Manager to prioritise and respond to those identified needs.
- Provide for the culturally, linguistically and otherwise diverse nature of the sector and ensure programs are informed, accessible, and relevant.
- Ensure that training & development programs meet equity access and occupational health and safety requirements as mandated or recognised as best practice.

## **3. Membership**

- Contribute to the development of promotional and marketing materials to promote training & development programs in a timely and appropriate manner ensuring a high level of visibility in the sector.
- Develop and maintain relationships with WAAMH's members to communicate regularly with members to gain feedback, identify improvements and build rapport within the sector.
- Encourage sector involvement and sharing of ideas and information to support the training & development program.

## **4. Data and Reporting**

- Oversee documentation compliance including brand, formatting and proof reading.
- Responsible for accurate Training and Development data and CRM.
- Responsible for fortnightly training team meetings and providing reporting back to the Sector Development Manager
- Responsible for quarterly facilitator and lived experience team sessions and reporting back to the Sector Development Manager
- Contribute to Training & Development Reports for CEO, board and Managers as required.

## **5. General**

- Maintain a professional work ethic and behaviour at all times, inclusive of confidentiality, that is responsible and presents WAAMH to a high standard to members and the sector.
- Participate in organisation wide activities including team meetings and events.
- Actively participate as a member of the Sector Development team, contributing to planning, monitoring and reporting.
- Adhere to and maintain the efficient and effective document management system and database as set out by the Sector Development Manager.
- Actively engage in professional and cultural development opportunities.
- Maintain and promote effective working relationships and a high standard of service on behalf of WAAMH.
- Manage own personal administration requirements.
- Ad-hoc duties as required.



**WAAMH**

Western Australian Association  
for Mental Health

## WAAMH Values

- **Respect** - Understanding mental health challenges are a normal part of the human condition, having compassion, valuing the dignity, unique qualities, knowledge, and experience of each person.
- **Self-determination** - Upholding the dignity of choice, self-direction, hope for the future and control over our life and destiny.
- **Inclusion** - Fostering engagement, collaboration, and partnership; encouraging diversity and listening.
- **Integrity** - Acting with authenticity and curiosity; being prepared to question and critique, critically consider evidence; pursue excellence.
- **Courage** - Being persistent, tenacious, and steadfast in pursuing WAAMH's vision and values while acting with humility.

## Selection Criteria

### Essential

- Demonstrated experience in a Mental Health or allied Health sector training role.
- Demonstrated experience in developing and reviewing training course content and in training delivery.
- Experience working in the community mental health, or related sector.
- Highly effective time management and organisational skills with the ability to work under pressure while meeting strict and competing deadlines.
- High level of IT skills with the ability to operate a CRM
- Capacity to work both independently and constructively as part of a team to meet shared objectives.
- Strong written, verbal and interpersonal communication skills.
- Possession of a current National Police Certificate.
- Ability to work autonomously and using own initiative.

### Desirable

- Sales and marketing experience.
- Certificate IV in Workplace Training and Assessment.

## Acceptance of Position Description

---

Signature of Staff Member

---

Date

---

Name of Staff Member