



WAAMH

Western Australian Association
for Mental Health

POSITION DESCRIPTION

Position	Training Coordinator
Contract	Fixed Term Contract – Full Time
Hours	1FTE / 38 hours per week
Location	WAAMH Office, Workzone, Level 1, 1 Nash Street, Perth WA 6000
Reports to	Practice & Sector Development Lead
Approved	Chief Executive Officer
Date/Signed	May 2019

Job Purpose

The Training Coordinator is responsible for the provision of training and development programs, oversight of contract trainers & lived experience participants and administrative support in conjunction with the Practice & Sector Development Lead for members and the wider mental health community.

This position is responsible for 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.

Key Responsibilities

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

1. Training

- Plan, develop and coordinate delivery of training & development programs.
- Identify and secure the services of suitable presenters and negotiate the delivery of programs and content.
- Support the personalisation of training content for contracted stakeholder delivery.
- Liaise with venues, members and presenters to produce highly organised events.
- Evaluate the impact and effectiveness of the training & development programs provided.
- Provide for the culturally and linguistically diverse nature of the sector and ensure programs are informed, accessible, and relevant (including ATSI and LGBTQTI+).
- Ensure that training & development programs meet equity access and occupational health and safety requirements as mandated or recognised as best practice.
- Supervise the training & development support services provided by administrative staff at WAAMH.



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2. Development

- Develop and/or source a range of training & development programs which address key changes, developments, skills and knowledge requirements in the sector.
- 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 the Advocacy and Sector Development team and work with the Practice & Sector Development Lead to prioritise and respond to those identified needs.
- Provide for the culturally and linguistically diverse nature of the sector and ensure programs are informed, accessible, and relevant (including ATSI and LGBTQI+).
- Ensure that training & development programs meet equity access and occupational health and safety requirements as mandated or recognised as best practice.

3. Membership

- 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.
- Support membership events and engagement activities as required; this may include taking the lead to plan and organise events and consultations.

4. Data and Reporting

- Oversee documentation compliance including brand, formatting and proof reading.
- Responsible for accurate Training and Development data and CRM.
- Develop and track budgets and report program financial outcomes in conjunction with the Practice & Sector Development Lead.
- Control and track income and expenses associated with training & development programs to ensure activities are sustainable and meet budget requirements.
- Produce 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 Advocacy and Sector Development team, contributing to planning, monitoring and reporting.
- Maintain an efficient and effective document management system and database.
- 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 by the Executive and Advocacy and Sector Development Team.



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Selection Criteria

Essential

- Degree qualified in Psychology, Social Work, Mental Health Nursing, Counselling, Community Services or Health Promotion.
- Minimum Certificate IV in Workplace Training and Assessment.
- Demonstrated experience in a Mental Health or allied Health sector training role.
- Ability to conduct training needs analysis in consultation with clients.
- Highly effective time management and organisational skills with the ability to meet competing deadlines, work under pressure and meet strict deadlines.
- Capacity to work both independently and constructively as part of a team to meet shared objectives.
- Strong written and verbal and interpersonal communication skills.
- Possession of a current National Police Certificate.

Desirable

- Lived experience of mental health issues as a consumer, carer or family member.
- Experience working within the WA Community Mental Health or allied Health sectors.
- Ability to work autonomously and using own initiative.
- Experience working with confidential and sensitive information.
- Promote and adhere to WAAMH's mission and values.
- A culturally and/or gender and sexuality diverse background.

Acceptance of Position Description

Signature of Staff Member

Date

Name of Staff Member