



JOB OVERVIEW

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| JOB TITLE | Community Development Program (CDP) Builder Trainer | | |
| JOB LOCATION | Community Based | WEEKLY HOURS | Full Time – 38 hours per week |
| DIVISION / DEPARTMENT | Agency Services | SALARY | Level 4 |
| DIRECT REPORTS | | WORKING CONDITIONS | Must hold a current Criminal History Check (issued within the last 3 months) and a current Working with Children's Clearance. |
| REPORTS TO | CDP Regional Manager | EMPLOYMENT CONDITIONS | Victoria Daly Regional Council Enterprise Agreement 2018-2021. |

POSITION DETAILS

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| JOB PURPOSE | The CDP Builder Trainer will in consultation with the CDP Site Senior to identify and deliver suitable quality projects for job seekers through mentoring and encouraging job seekers to overcome their individual barriers with education and employment. |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none"> 1. Assist the CDP Site Senior to identify suitable projects that will develop job seekers and benefit the community. 2. Scope, plan and develop all proposed building projects to be undertaken. 3. Develop a scope of works and budget requirements for each project. 4. Clearly identify the skills developed within the project. 5. Supervise and provide training and mentoring to job seekers to develop their skills and abilities. 6. Where possible liaise with training providers to use projects to deliver accredited training to job seekers. 7. Maintain accurate records of job seeker participation at all times. 8. Ensure all personal and confidential material is managed in accordance with organisational guidelines. 9. Comply with, and support, the implementation and continuous improvement of all VDRC WHS policies and procedures with particular focus on legislative compliance and ensuring that a safe working environment is maintained at all times. 10. Other reasonable duties as requested by CDP Management and Senior Staff. |

QUALIFICATIONS, EDUCATION, EXPERIENCE & KNOWLEDGE

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| EDUCATION REQUIREMENTS | <ol style="list-style-type: none"> 1. Tertiary qualifications in a related trade (essential). |
| EXPERIENCE & KNOWLEDGE REQUIREMENTS | <ol style="list-style-type: none"> 1. Understanding of the challenges of working in remote Australia. 2. Strong level of communication and interpersonal skills with jobseekers in remote communities. 3. Understanding of the barriers faced by staff and job seekers in remote communities who may have complex needs and who are culturally and linguistically diverse. 4. Ability to plan and implement workplace activities to achieve goals and meet targets. 5. Ability to supervise teams to achieve positive outcomes. 6. Demonstrated ability to work autonomously with organisational guidelines and follow prescribed policy and procedures. 7. Understanding of the importance of a robust WHS framework in a dynamic workplace and demonstrates a commitment to championing WHS procedures within CDP operations. |

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| | 8. Current Manual Drivers Licence. | | | |
| OTHER REQUIREMENTS | <ol style="list-style-type: none"> 1. Previous experience living and working in remote communities. 2. Experience as a trainer or educator. | | | |
| PHYSICAL REQUIREMENTS | The position holder's employment conditions are as set out in the holder's letter of employment offer and in the Victoria Daly Regional Council Enterprise Agreement 2018-2021. | | | |
| APPROVED By Russell Anderson CHIEF EXECUTIVE OFFICER |  | <table border="1"> <tr> <td data-bbox="821 371 1011 510">DATE APPROVED</td> <td data-bbox="1011 371 1560 510">January 2020</td> </tr> </table> | DATE APPROVED | January 2020 |
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