



TRAINING & EDUCATION OFFICER

Join a passionate, small team making a real difference in the lives of women experiencing disadvantage as they go through pregnancy, childbirth and the early stages of parenting.

Birth for Humankind is seeking a Training & Education Officer to design, develop and deliver training materials for Birth for Humankind's newly-established fee-for-service training for health professionals, and provide input into training materials for our education and support programs for clients.

About Birth for Humankind

Established in 2014, Birth for Humankind is a not-for-profit organisation that provides free birth support and education for pregnant women in Melbourne who are experiencing financial and social hardship. We also work to influence the maternal health system in Australia by advocating for more equitable, respectful and mother-centred care.

Our mission is to foster healthy families and communities by providing mother-centred support, education and holistic care throughout pregnancy, birth and after the baby comes – especially for those who are most vulnerable to social isolation or lack of support. We do this through offering free one-to-one birth and early parenting support, education programs, and information, networking and referrals to other support services.

For more information visit our website: www.birthforhumankind.org

About the role

Position title: Training & Education Officer

Based at: PathHunting co-working office, East Brunswick

Reports to: Programs Manager

Length of contract: 1-year contract (to 30 June 2020), with possibility for extension





Hours: 0.4 FTE (2 days) with flexible working arrangements. At least one of your working days must be our office days - Tuesdays and Thursdays.

Rate of pay: SCHADS Award level 4.3 + super and salary packaging

Key tasks and responsibilities

- Lead the strategy development and delivery of Birth for Humankind's fee-for-service training for health professionals, meeting financial targets and increasing return on investment over time;
- Manage the roll out of fee-for-service training to budget and timeline;
- Research and develop the training materials and facilitator's guides for fee-for-service training;
- Deliver and/or co-deliver training sessions for healthcare professionals;
- Recruit and train co-designers and co-facilitators, (including, for example, bicultural women and young mums) for fee-for-service training;
- Provide ongoing supervision and mentoring for co-facilitators;
- Seek, collate and review feedback from clients, referrers and health professionals for improvements to the fee-for-service training;
- Support curriculum development for Birth for Humankind's group education program, as well as induction and professional development for volunteers, in partnership with the Program Supervisors;
- Manage costs and spending within the fee-for-service program budget;
- Provide timely reports and recommendations for program improvements for management.

Selection criteria

- Demonstrated experience in program development and delivery, preferably in the not-for-profit or education sectors;
- Strong expertise in the delivery and evaluation of training for adult learners, and the ability to confidently facilitate groups;
- High-level interpersonal and written communication skills to work effectively with individuals and teams with different levels of technical knowledge and literacy levels;
- Ability to confidently engage with a range of stakeholders, including health and allied health providers;
- Ability to identify and implement business development opportunities;





- Experience in budget management and reporting;
- Sound understanding of Victorian community and hospital services and the maternal health sector;
- Passion for and commitment to our vision and mission.

Education/qualifications desirable

- Tertiary qualifications in Education and Learning or Health Promotion (or similar) and/or Certificate IV in Training and Assessment;
- Understanding of the Australian Quality Training Framework (AQTF) requirements through experience in or with a Registered Training Organisation.

Additional requirements

- Police Check;
- Working with Children Check;
- As we currently work in a co-working space without permanent IT set-up, the employee will be required to supply their own laptop. An IT allowance will be provided to contribute to computer costs.

Birth for Humankind is committed to child safety and wellbeing. All employees and volunteers must abide by our Child Safe Commitment Statement and Code of Conduct.

How to apply

To apply for this position please submit your CV, cover letter and statement addressing the key selection criteria to recruitment@birthforhumankind.org by 5pm Wednesday 22 May 2019.

If you have any questions about the role please email Jen Branscombe, Programs Manager, at jen@birthforhumankind.org or call 0423 421 272.

Birth for Humankind welcomes and encourages applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, and people with a disability. If this describes you, and you are experiencing barriers to applying for this role, please contact us for assistance.

