



Position Description
Silver Rainbow Trainer / Team Leader

Position Description: **Silver Rainbow Trainer / Team Leader**

General Details	
Title: Silver Rainbow Trainer / Team Leader <i>(Casual. Flexible hours equivalent to 1 day per week guaranteed, with potential to increase up to 2 days per week from time to time as needed)</i>	Classification: Level 4.1
Reports to: Project Officer – Rainbow Hub	Industrial: Social Community, Homecare and Disability Services Industry Award
Program/Unit: Programs	Direct Reports: Silver Rainbow Trainers

Role Purpose

The purpose of this role is to coordinate and deliver *Silver Rainbow LGBTI Aged Care Awareness Training* sessions to aged care services, assessment teams, allied health services and other stakeholders across South Australia to develop inclusive practice within their organisations.

The purpose of the program is to provide training and organisational development by building understanding and capacity to implement strategies and processes to enhance diversity and inclusivity, especially for LGBTI elders.

The role is responsible for the effective delivery of training sessions, including the coordination and scheduling of training, communication with clients and relevant administrative tasks. The position coordinates the Training Team of casual staff and works on business development as well as online learning and other resources.

The role reports to the Rainbow Hub Project Officer and also assists with the promotion and meetings of the Silver Rainbow Community of Practice for staff in aged care and others, interested in improved practices, services and advocacy for LGBTI elders.

Function	Key Responsibilities
Silver Rainbow Training Delivery & Consultancy	<p>Ensure the successful development and delivery of the Silver Rainbow LGBTI Aged Care Awareness Training Project by:</p> <ul style="list-style-type: none"> - Delivering tailored training with Silver Rainbow Training Team members - Active involvement in online training, including the development of modules and materials - Coordinating communication with existing clients and initiating contact with potential clients - Following up to facilitate the conversion of training clients into consultancy clients - Promoting the program - Attending national online meetings with other Silver Rainbow partners - Facilitating involvement in the Communities of Practice - Working to meet or exceed all KPIs in grant funding agreements and ensure compliance with other funding conditions - Demonstrating a consistently high commitment to diversity and inclusion particularly for LGBTI elders.
Team coordination	<ul style="list-style-type: none"> - Recruit, train, develop and manage the Silver Rainbow Training team of casual trainers as needed, to meet client demand - Coordinate team meetings, including agendas and minutes as necessary - Approve timesheets

Administration	<ul style="list-style-type: none"> - Maintain accurate records of staff, clients and activities - Ensure reporting to COTA SA and external funding bodies is accurate and completed on time - Ensure training administration, including evaluation data, and invoicing is up to date - Monitor staffing and resource budgets within delegations
COTA SA team culture	<p>Show a commitment to COTA SA values:</p> <ul style="list-style-type: none"> • Respect: We respect and value the contribution and lived experience of Australians as they age and support each person's right to make choices and to participate in their community. • Diversity: We value the great diversity that characterises Australians of all ages and are committed to genuine exchange and engagement with all older people in Australia. • Equity: We are aware of and committed to, reducing the impact of inequality, disadvantage and discrimination on South Australians as they age. • Collaboration: We communicate and work collaboratively with older people, with each other, with our partners, and with the Australian community to achieve the vision and mission of COTA. • Integrity: We operate ethically, openly, honestly and with accountability in all our interactions. • Independence: We understand the value and trust that older people and the community place on our independence as the voice reflecting and representing older South Australians. <p>Show a commitment to upholding the expectations of all COTA SA staff:</p> <ul style="list-style-type: none"> • Customer Service: Build effective relationships with a range of key stakeholders and work successfully with diverse groups. • Team Development: Work collaboratively with team members • Positive Disposition: Model professionalism, adopt high ethical and professional standards, instil confidence and trust among team members. • Self-Awareness: Understand own strengths and weaknesses as well as impact on others; open to feedback from others. • Personal Well-Being: Exhibit a personal energy to achieve success and maintain a healthy lifestyle. <p>Comply with the COTA SA Code of Conduct and Service Charter.</p>

Selection Criteria		
	Essential	Desirable
Training/Qualifications		<ul style="list-style-type: none"> - Cert IV Training & Assessment
Experience/Knowledge	<ul style="list-style-type: none"> - Considerable training experience, including the delivery of non-mandatory training to adult learners - A demonstrated understanding of how organisations change, including working with opportunities and limitations - Knowledge of the aged care sector - Experience in business development in a community or not for profit setting - Understanding of issues facing older LGBTI people - Awareness of issues facing older LGBTI people in the aged 	<ul style="list-style-type: none"> - Experience coordinating or supervising small teams

	care sector - Experience working with vulnerable groups	
Skills/ Abilities	- Exceptional communication skills, both orally and written - Ability to develop and deliver online learning material - Ability to tailor training to meet the context and priorities of an organisation - Delivering training to staff at all levels of an organisation - Demonstrated skills in stakeholder engagement - Demonstrated capacity to work collaboratively in a team of peers - High-level organisational and interpersonal skills. - Proven ability to work with limited supervision and coordinate own workload - Sound knowledge and application of the MS Office suite of applications. - Ability to work to KPIs	- Skilled in the use of Zoho CRM database
Licences/ Certificates	Maintenance of a full, unrestricted South Australian Driver's Licence and a satisfactory National Police Check.	

Special Conditions

- Duties of the position may vary according to business needs.
- Some intrastate travel is required to attend to regional clients.
- Flexibility of hours is required to meet client demand.
- There will be a requirement to work outside normal business hours from time to time.
- This is a casual appointment to June 2022. Guaranteed hours of 7.6 hours per week with potential to work up to 15.2 hours per week from time to time as necessary, to meet client demand.

Supervisor Signature: _____

Print name: _____

Date: _____

Employee Signature: _____

Print name: _____

Date: _____