



## **Coordinator - Learning & Development**

### **The Opportunity**

This part time (0.8 FTE) position is an exciting opportunity for a motivated and passionate professional to join our dedicated Not-For-Profit organisation.

Operating within the People & Culture team and reporting directly to the Executive Manager People and Culture, this is an exciting opportunity for a standout in Learning & Development to collaborate on our journey towards a learning culture of excellence.

### **About the Role**

The role will assist our people to grow, develop skills, knowledge and abilities to achieve both professional and personal goals. You will support the business in achieving its strategic goals through increased operating performance, improved employee engagement and enhanced people capability.

### **What we offer**

- Competitive Salary.
- Great Salary Packaging benefits offered.
- Professional development and training opportunities.
- Employee Assistance and Wellbeing Programs.
- A passionate and supportive Team environment.
- Equal Opportunity and Rainbow Tick Accredited employer.

### **Key responsibilities for this role include:**

- Demonstrated experience in implementing training content across a wide variety of topic areas, ideally within a community services context.
- Strong facilitation skills with the ability to relate to and work with staff at all levels.
- Demonstrated understanding of adult learning principles and teaching styles/strategies to achieve desired outcomes.
- Demonstrated ability to provide advice and support to Managers and employees on learning and development strategies, training and outcomes.
- Excellent verbal and written communication skills.

- Self-motivated and demonstrated ability to work independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals.
- Demonstrated proficiency and experience using Microsoft applications (e.g., Microsoft Word, Excel, Outlook, Project Management) combined with a high level of accuracy and attention to detail.
- Excellent time management and organisational skills with a demonstrated ability to meet deadlines and commitments.

### **About you**

You are a self-motivated, diligent individual who is able to action tasks independently and has the ability to work positively in a team.

Your positive outlook will see you thrive in an environment where you can identify improvements, develop and implement systems and procedures.

Your strong experience in Learning & Development, your ability to build strong relationships as well as your familiarity with service industries will assist to foster a learning culture of excellence we are all proud of!

Your specialist expertise and experience should include:

- Qualifications in education, training or another related field.
- Experience working in or with a community services organisation and an understanding of the learning and development needs of the workforce.

### **About us**

The Mallee Sexual Assault Unit (MSAU) and Mallee Domestic Violence Services (MDVS) provides services for women, men and children throughout the Northern and Southern Mallee region, border communities of New South Wales, the Mallee Track and Shires of Gannawarra and Buloke. Our services are free and available to all victim survivors.

We have a strong commitment to a workplace culture that is collaborative, provides work-life flexibility and encourages opportunities for growth and development. We take pride in providing a supportive workplace with great career opportunities for our employees.

### **How to Apply**

All applicants must have the right to work in Australia, be willing and able to obtain a Working with Children Check for both VIC & NSW, a National Police Check and hold a current Driver's Licence.

For enquiries, please contact Deanne Kontrec, Executive Manager People & Culture MSAU-MDVS on (03) 5025 5400 or **via email [careers@msau-mdvs.org.au](mailto:careers@msau-mdvs.org.au)**.

To obtain a detailed Position Description and instructions on how to apply, please **visit our website <https://msau-mdvs.org.au/employment>**.

**Applications close at 3.00pm Monday 9th December 2024**