

Position Description

Training Coordinator

Position:	Training Coordinator
Employer:	Great Southern Centre for Outdoor Recreation Excellence (GSCORE)
Reports to:	GSCORE Executive Director
Location:	Albany, Western Australia
Status:	Part-time – 3 days per week (0.6FTE), Fixed-Term contract (10 months)
Salary:	\$70,000 per annum FTE, pro-rata (plus 9.5% superannuation)

Organisational Overview

The Great Southern Centre for Outdoor Recreation Excellence (GSCORE) was established in 2017 to support the growth and development of the outdoor recreation industry in the Great Southern region of Western Australia. We aim to create a vibrant and sustainable outdoor recreation sector through the provision of innovative training, business support, strategic planning and project management services. For more information about GSCORE, visit our website: www.gscore.com.au.

Primary Purpose of the Role

The purpose of this position is to develop and deliver training programs that will enhance skills, talent and entrepreneurship capability amongst tourism businesses in the Lower Great Southern region. Our goal is to encourage and support tourism start-ups and mature businesses to create new and compelling visitor experiences that lift visitation and brand visibility and thereby support and amplify the region’s destination marketing efforts.

Key Responsibilities

Under general direction and supervision, the Training Coordinator is responsible for developing and implementing training programs, undertaking promotion and marketing functions, and evaluating the effectiveness of training programs. Responsibilities include:

Operational Management

- Identify the training and development needs of the tourism sector through appraisal and consultation with stakeholders.
- Design the training program.
- Develop the training resources and materials - this would include training notes and presentations, training materials and methodologies, e-learning materials, etc.
- Deliver training and/or identify suitable trainers and speakers for training events.
- Market and promote the training program.
- Conduct evaluation after training events and use the results of the evaluation to introduce continuous improvement to training programs.
- Undertake other duties as required by the Executive Director

Resource Management

- Budget for planned programs and keep expenditure within budgeted amounts.
- Manage registrations and venue and catering bookings.
- Monitor and report on progress.

Relationships

- Liaise with stakeholder organisations in the development of the training program
- Actively participate as a team member in the development of internal and external relationships

Key Relationships

WHO	WHAT
INTERNAL	
GSCORE Executive Director	<ul style="list-style-type: none">• The position reports to this person
GSCORE Staff and Volunteers	<ul style="list-style-type: none">• Work as an effective member of the team
EXTERNAL	
Amazing South Coast Tourism Incorporated	<ul style="list-style-type: none">• Share information and liaise with key staff in the development and marketing of the training program
Australia's South West	<ul style="list-style-type: none">• Share information and liaise with key staff in the development and marketing of the training program
Albany Chamber of Commerce and Industry, Denmark Chamber of Commerce	<ul style="list-style-type: none">• Liaise with, provide, receive and disseminate information related to the training program
Department of Local Government, Sport and Cultural Industries	<ul style="list-style-type: none">• Establish effective working relationships with DLGSC and Sportshouse staff• Comply with Sportshouse Code of Conduct
Tourism businesses	<ul style="list-style-type: none">• Liaise with, provide, receive and disseminate information related to the training program

Selection Criteria

1. Five years' or equivalent experience as a trainer or instructor, preferably in a tourism, business or community development context
2. Experience in designing and delivering training programs and courses.
3. Strong presentation and facilitation skills.
4. Excellent interpersonal skills with a strong customer focus and the ability to negotiate win-win outcomes.
5. Good written and verbal communication skills including proficiency in Microsoft Office.
6. Ability to think creatively and strategically to maximise the delivery of the project.
7. Ability to organise and prioritise a varied workload, and work under pressure and to tight deadlines.
8. Post-secondary qualification in training and/or experience working in a relevant field is desirable.

Additional Information

- 'C' Class Driver's Licence is required
- Willingness to travel and on occasions to work outside of business hours

Decision-making

This role:

- Makes day-to-day decisions relating to work priorities and workload management.
- Takes responsibility for his/her work and progress.
- Consults with his/her supervisor on issues with the potential to escalate or create precedent.
- Refers to his/her supervisor for decisions that require change or fall outside standard guidelines and practice.
- Maintains efficient lines of communication with staff and stakeholders.
- Works within project timelines, budgets and briefings set by the supervisor.
- Manages time effectively, prioritising and meeting deadlines.

Certification

As the occupant of this position, I have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document.

Name: _____ Signature: _____

Date: _____

Manager: _____ Signature: _____

Date: _____

Information for Applicants

Training Coordinator

Eligibility:

Only Australian citizens or permanent residents may apply.

Contract:

The position is a fixed-term project-based contract for up to 10 months (end date 31 March 2020).

Award:

Whilst most conditions are covered in the employment contract, all other matters fall within the National Employments Standards.

Hours of Work:

Monday to Friday, part-time (0.6FTE) equates to 22.8 hours (based on 38 hours per week full-time).

Package:

Salary: \$70,000 per annum (full-time) pro-rata (plus 9.5% superannuation)

Annual Leave:

Annual leave as per the National Employment Standards.

Personal Leave:

Personal/carer's leave as per the National Employment Standards.

Probationary Period:

2 months probationary period applies.

Vehicle:

Staff member may have access to a Department of Local Government, Sport and Cultural Industries (DLGSC) pool vehicle (subject to approval) during ordinary working hours for work purposes.

Further Information:

Applicants are encouraged to contact the GSCORE Executive Director for a confidential discussion via email: info@gscore.com.au or telephone 9892 0113.

How to Apply:

Applications for this position close at **5pm WST on 31 May 2019**. Please forward your application directly addressing each of the Selection Criteria in a two-page cover letter, a personal resume (no more than 5 pages), and contact details of three work-related referees:

<p>Via post to: 'Private and Confidential' Dr Lenore Lyons Executive Director Great Southern Centre for Outdoor Recreation Excellence 5/22 Collie Street Albany WA 6330</p>	<p>Via email to: info@gscore.com.au, with the subject line 'Private and Confidential'</p>
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