

Vocational Trainer and Assessor (Advanced Diploma of Community Sector Management)

About VICSEG New Futures

[VICSEG New Futures](#) is invested in an inclusive future. Through skill building and social equity - we work with refugees, asylum seekers and migrants to build new pathways in Victoria.

We know from 40 years of community service that people's needs are complex. Our people-first approach puts migrants, asylum seekers and refugees in the frontline for building community connection and finding opportunities.

We are looking for a Vocational Trainer to deliver the Advanced Diploma of Community Sector Management to our students.

Duties

- Work with the Enrolment team to assess the suitability of students to undertake this course – by telephone, in person or by Zoom
- Manage a cohort of students who are studying the Advanced Diploma of Community Sector Management online by correcting assessments and by offering support and guidance to students to ensure completion of the course.
- Deliver the Advanced Diploma of Community Sector Management face-to-face, in class one Saturday per month or as required
- Complete all administrative requirements associated with the course including correcting completed work and monitoring attendance records, corrections, student progress and outcomes.
- Fulfil other duties as required by management and other department personnel as requested/required.
- Be available one Saturday per month for face-to-face classes

Skills and experience

- Certificate IV in Training and Assessment is essential
- Relevant tertiary qualification that can be mapped to the Advanced Diploma of Community Sector Management and appropriate experience is also essential
- Proven computer skills
- Excellent written and communication skills
- Strong interpersonal skills and an ability to build relationships with a wide range of stakeholders
- Experience with using online learning platforms (LMS) is desirable
- Excellent organisational and time management skills
- Excellent attention to detail
- Exposure and experiences working in a multicultural environment with an understanding and empathy with issues faced by migrants, refugees and people from a non-English speaking background would be highly desirable

Benefits and perks

- You will be joining a culturally diverse, community-based organisation with a supportive culture and management team.
- This position offers a great work/life balance with family-friendly hours.
- As a Not-For-Profit organisation, we also provide the opportunity for Salary Packaging.
- This position is offered initially as a full time, 12-month fixed term contract, with potential to extend.

How to Apply

Please email a copy of your Resume and Cover Letter outlining your suitability for the role to communications@vicsegnewfutures.org.au

Please include in the subject line: Trainer – Advanced Diploma

We wish you all the best, and look forward to meeting you.