

# WE'RE HIRING.

## Head Trainer, Community Service Opportunity in Sydney

### About us

Australian Learning Group is a part of UCW, an ASX-listed entity operating in the private education sector. We have been providing quality Vocational Education Training (VET) courses to both international and domestic students for more than a decade. This is an exciting time to be joining the group due to the acquisition of IKON, an RTO and Higher Education provider.

### About the role

As our Head Trainer for Community Services, you will be responsible for leading the Community Services educators and facilitate learning for our students across our campuses in Sydney and Melbourne with the intention to expand into other states. We are looking for a focused, experienced leader to help support our continued growth and manage our growing team with a focus on quality education and student outcomes.

### Responsibilities and Duties

In this role, you will ensure high standards of operations for our Community Services courses by ensuring our courses meet the Australian Quality and Standards Agency (ASQA) requirements for vocational education by undertaking a variety of tasks such as:

- Have ownership for the Community Services courses and regularly review and update course curriculum and assessments.
- Plan and manage the launch of the course offering in our interstate campuses.
- Identifying the various needs of students and creating effective learning options to meet these needs.
- Establish and maintain relationships with local industry and stakeholders to ensure the training is relevant and responsive to their need; host companies for Community Services students to undertake their work-placements.
- Managing the planning, designing and developing of course curriculum and method of instruction including, but not limited to, classroom notes, distance education notes, marking guides and instructional aids.
- Overseeing Trainers delivery of content and ensuring there is consistency across all course

curriculum and method of instruction.

- Teaching students using teaching aids including presentation of lesson materials, discussions, workshops, laboratory sessions, multimedia aids and computer tutorials.
- Providing regular management reporting of results.
- Continuous personal development as required in order to develop new qualifications or courses.
- Facilitating and managing projects.

**Is this you? Our Head Trainers must have the following key selection criteria:**

- A strong passion for the Industry.
- Solid interpersonal skills and the ability to lead a team.
- Results orientated go-getter
- Organisational and time management skills.
- Demonstrated understanding of vocational education principles, student services and reporting requirements.

**VET experience**

- 3+ years vocational and/or industry experience in the community services sector
- 2+ years of experience as a Trainer and Assessor

**Education**

- Relevant Diploma or Bachelor's degree to be able to teach in one of the areas of Community Services, Mental Health and Counselling
- Certificate IV in Training and Assessment 40116 or equivalent or higher

**Diversity & Inclusion**

ALG is an inclusive employer. We celebrate our diversity and strive to reflect contemporary Australian society in order to better serve our students. We welcome and encourage applications from Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse people, People with Disability, Sexually and Gender Diverse people, people with lived experience of adversity and from people of all ages.

**Be a part of our Team**

When you join our team you join the ALG family. We are a dynamic and growing organisation and offer our employees opportunities to enrol in our qualifications for free, weekly massages, access to our employee benefits portal and the opportunity to be paid flexibly.

**About Australian Learning Group**

**Australian Learning Group** is owned by **UCW** and operates a number of colleges including **Australian College of Sports and Fitness, 4Life College** and **Australian College of Dance**.

**About UCW**

**UCW** is an ASX-listed entity that owns and operates a portfolio of tertiary education businesses, with a current focus on Health and Community Services related fields of study in both the international and domestic student market. Education is delivered nationally across 12 campuses.

**Please note:**

- Only shortlisted candidates will be notified of the outcome of their applications.
- We are only able to consider applicants with the right to live and work in Australia.
- Please apply by your resume and a covering letter demonstrating your achievements in a similar role to **Bonnie.ballete@alg.edu.au**.