



## Centre for Training in Social Housing

### Training and Resource Officer

Permanent position

Full time (36.75 hours per week) (Can be negotiated)

Up to \$83,416 plus super and leave entitlements

**Do you have experience in social or affordable housing and are you looking for a new challenge?**

**Are you passionate about training, writing engaging materials and enjoy building the skills and capacity of others? Do you want to work for a progressive and growing industry based RTO?**

The NSW Federation of Housing Associations is the peak industry body for community housing associations in NSW, which are not-for-profit managers and developers of low cost housing. The industry is experiencing rapid growth and change and the Federation works to support its members to continue to grow as innovative social enterprises. We have a strong commitment to social justice and to a culture of excellence within the community housing industry.

As a Registered Training Organisation, the Federation provides accredited and tailored training and assessment services through its business arm, the Centre for Training in Social Housing.

As part of the Training Team you will work with the Training Manager to develop and deliver training services across the housing, homelessness and community sector.

You will have social or community housing experience or experience in a related field and you will be expected to manage your workload independently and work in partnership with others.

This is an exciting opportunity for an individual with strong presentation skills and experience in training to contribute to the skills development of housing sector workers.

NSW Federation of Housing Associations inc

ABN 86 488 945 663

Telephone: (02) 9281 7144 Facsimile: (02) 9281 7603 Email: [nswfha@communityhousing.org.au](mailto:nswfha@communityhousing.org.au)

## Selection Criteria

### Essential

- Excellent written communication skills and experience in writing and developing materials
- Demonstrated ability to deliver training, seminars and/or high quality engaging presentations
- Demonstrated experience or understanding of the mainstream housing / homelessness sector and/or Aboriginal housing sector
- Excellent interpersonal and communication skills
- Demonstrated ability to work independently and as part of a cross functional team
- TAE40110 - Certificate IV in Training and Assessment, TAE40116 - Certificate IV in Training and Assessment or equivalent Adult Education qualifications

### Desirable

- Experience in the development, delivery and assessment of formal vocational training qualifications
- Project management skills
- Knowledge of the Community Services Training Package
- Substantial service delivery experience in social and affordable housing
- Experience in Learning Management Systems such as Moodle

### Other Requirements of the position

- The ability to travel in NSW and other States and Territories for presentation of training. This may at times require overnight stays.
- Experience in software applications including MS Word/Excel/Outlook and a willingness to learn new programs

Aboriginal and Torres Strait Islanders are invited to apply

If you would like to be considered for this position, please submit your resume together with your responses to the above selection criteria to [recruit@communityhousing.org.au](mailto:recruit@communityhousing.org.au) or by mail to Suite 301, 64-76 Kippax Street, Surry Hills NSW 2010

Closing date for applications is COB Monday, 8<sup>th</sup> May 2017

For further information contact Kevin Saide on (02) 9281 7144 or [kevinS@communityhousing.org.au](mailto:kevinS@communityhousing.org.au)

Additional information on the Federation is available on our website at [http://www.communityhousing.org.au/T1\\_training.html](http://www.communityhousing.org.au/T1_training.html)