**Position Description**

Title Adelaide Professional Standards Online Trainer (casual)

Line manager Manager of the Lutheran Church of Australia (LCA)   
Professional Standards Department (PSD)

Classification LCA Lay Worker Level 2, Paypoint 1

Employment period 12 months (start date negotiable)

FTE Casual

**Objective of position**

PSD implements policies relating to, and training covering, topics including but not limited to the Standards of Ethical Behaviour and the SP3 Safety Management System. The training emphasises a gospel-centred approach to the way we reflect God’s love to all, and especially to children and others in vulnerable circumstances. The Professional Standards online trainer is to provide online training in the form of national webinars, as required.

Primary responsibilities

* Reporting directly, with full accountability, to the PSD manager
* Working closely, in a collaborative manner, with the Professional Standards (PS) National Training Coordinator.

Main duties of position

* Delivering or assisting with the online delivery of Professional Standards training that covers the *SP3 Safety Management System*
* Completing the associated webinar administration, in consultation with PS National Training Coordinator. This includes confirming participants’ attendance, recording the online sessions, managing the webinar chat line during presentations, monitoring the audio and visual components of the presentation and supporting the connection into the webinar by participants.
* Familiarisation with updates to training and training resources.

Required skills and qualifications

* An active Christian, who is willing to work in the environment of the LCA
* Completion of the existing Professional Standards training program (Standards of Ethical Behaviour and the *SP3 Safety Management System*)
* Demonstrated skills in online presentation to diverse audiences, with ability to facilitate group discussions
* A high standard of verbal and written communication skills
* Proven ability to use information technology, including familiarity with the software and hardware webinar delivery requirements
* Familiarity with the Safety Management Online application tool
* Proven ability to learn quickly and work without direct supervision, including advanced organisational and time-management skills
* Demonstrated ability to maintain confidentiality
* Demonstrated ability to develop online rapport with a wide cross-section of communities
* Meets the requirements of a background screening for working with children and others in vulnerable circumstance
* Certificate IV in Training & Assessment desirable but not essential

General terms of appointment

* The position is casual. (As a general guide 3 - 6 hours per month, 1 – 2 webinars per month or as required)
* Webinar delivery will generally occur at a national level (including to groups in New Zealand).
* Delivery may occur during the day or in the evening and occasionally on weekends.
* The online trainer is to work closely with the PS National Training Coordinator, as required.
* The online trainer will primarily work from home.