**Position Description**

Title South Australia – Northern Territory District Professional Standards 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, 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 circumstance. The Professional Standards trainer is to provide the Professional Standards training to congregations in the South Australia-Northern Territory District, on behalf of PSD as required.

Primary responsibilities

* Reporting directly, with full accountability, to the PSD manager
* Working closely, in a collaborative manner, with the District Professional Standards Officer (PSO).

Main duties of position

* Delivering Professional Standards training, - the LCA’s *Standards of Ethical Behaviour* and *Working with Children & Youth*
* Completing the associated workshop administration, in consultation with the District PSO

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
* Demonstrated presentation skills to diverse audiences, with ability to facilitate group discussions
* A high standard of written and verbal communication skills
* Proven ability to learn quickly and work without direct supervision, including advanced organisational and time-management skills
* Demonstrated ability to maintain confidentiality
* Proven ability to use information technology
* Demonstrated ability to develop rapport with a wide cross-section of communities
* Meet 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 6 – 12 hours per month, 1 – 2 workshops per month as required)
* Training activities may occur at nights and on weekends.
* The trainer is to work closely with the District PSO, and liaise with the Professional Standards Training Coordinator as required
* Travel throughout the District will be required.
* A current Working With Children Check is required.
* The trainer must hold a driver’s licence, have access to a car and be prepared to drive a hire car if necessary.
* The LCA will cover travel expenses.