



Position Description

Position Title	Training Coordinator, Workplace Gender Equality Programs
Location	Melbourne
Reports to	Manager, Workplace Gender Equality
Direct Reports	0
Employment Status	0.7 (part-time 3.5 days per week) 1-year fixed term with possibility to extend
Start Date	Feb 2022

Who we are

The Equality Institute (EQI) is a global feminist agency working to advance gender equality and end violence against women and girls (VAWG). We are values-driven and underpinned by feminist principles in the ways we work and how we conduct ourselves. We actively apply an understanding of intersectionality in our work and aim to have diversity reflected in our workforce.

We have conducted over 50 studies around the world, and trained hundreds of researchers, practitioners and policy makers to better understand what causes VAWG and how to prevent it. We have grown our online community to over 88,000 followers across social media, creating viral content that has reached up to 3 million people in one post. In 2021, EQI was selected on the panel of providers to support organisations to meet their obligation under the Gender Equality Act 2020 (Vic). EQI provides services under the categories of; gender impact assessments, developing and implementing strategies to improve gender equality and evaluation.

We are thought-leaders: sought after to provide strategic advice and effective solutions for local and international NGOs, governments, multilateral institutions and corporates to address one of the most wide-spread and intractable issues of our time. We have worked with the governments of Australia, Cambodia, and Kazakhstan, UN Women, UNDP, and UNICEF, as well as foundations such as the Bill and Melinda Gates Foundation, and key international partnerships including the Prevention Collaborative and SVRI, to name just a few.

For more information on the Equality Institute please visit our website:

www.equalityinstitute.org

Equal Opportunity, Culture, Diversity and Inclusion

The Equality Institute fundamentally believes in, and strives to embody, the values of intersectional feminism. We are committed to creating a diverse and inclusive workplace culture that recognises the value in bringing together individuals with a broad range of skills, backgrounds, experiences and perspectives.

The Equality Institute is motivated by a bigger picture outlook that situates our work within broader processes of positive social change. We are a people-centred organisation that highly values all employees, both as individuals and as the most important resources in terms of our contribution to that social change.

The Equality Institute is an equal opportunity employer and strives to maintain a workplace environment that is fair and free of discrimination, is safe and accessible for all employees and provides working arrangements that accommodate the diverse needs of our staff. We strongly encourage applicants from diverse backgrounds to apply for our positions.

The EQI is a child safe organisation and is committed to ensuring the safety and wellbeing of all children. We will work to promote child-safe environments to ensure that all children associated with the activities of the organisation are protected.

Our vision is a world in which diversity is celebrated, all people are respected, and power and resources are shared equally.

Our purpose is to transform unequal power structures and support violence (VAWG) prevention efforts to thrive in a rapidly changing world – through research, creative communications and feminist leadership.

Our values are Strive for Equality, Stay Curious, Be Courageous and Find the Joy.

Overview of Position

This exciting new position will deliver training, develop resources, and provide quality assurance and project management support to ensure the roll out of services provided by the Workplace Gender Equality team are fit for purpose and coordinated effectively. This key position will support the Manager and a team of consultant trainers working across various projects.

Under guidance of the Manager, Workplace Gender Equality, this role will ensure participating public sector agencies are actively engaged and provided with training and support to meet their obligations under the Victorian Gender Equality Act 2020. They will help match suitably qualified trainers and gender equality consultants with public sector agencies and be responsible for delivering training on Gender Impact Assessments (GIA) and other training developed as part of the workplaces portfolio. Training will be delivered on-line and in person.

Some familiarity with public service functions and governance will be required, along with experience in training delivery and resource development. They will be passionate about achieving gender equality, inclusion and applying an intersectional feminist lens, and possess excellent project and contract management skills with a demonstrated ability to work collaboratively and effectively across multiple stakeholders.

Key Duties and Responsibilities

Training and content development

- Co-facilitate training sessions with EQI staff and consultants as required to entities
- Co-facilitate training-of-trainer sessions for upskilling of EQI consultants
- Update tools, resources and training materials to meet clients' needs
- Contribute to the co-design and delivery of new training and feminist e-learning packages
- Monitor implementation, collate feedback and write training evaluation reports
- Support periodic reviews of gender training packages

Project coordination and administration

- Manage contract administration for consultants including the drafting of work orders and terms of reference for trainers
- Track requests through the EQI's email inquiry address.
- Manage communications with prospective and current EQI clients to promote EQI services
- Provide regular updates and advice to project leads on progress
- Communicate effectively across the organisation, to ensure all work is aligned to shared organisational goals.
- Foster and maintain strong relationships with partners and clients to maximise the Equality Institute's strategic goals.
- Contribute to the development of grants, funding submissions and tenders
- Support the Manager, Workplace Gender Equality in responding to requests for quotes to expand EQI services
- Effective file management and use of systems

Key Selection Criteria

Essential

- Training experience and demonstrated ability to develop and update resource materials for a diverse audience including the public sector, corporate and not-for-profit clients
- Experience (5+ years) in gender equality and inclusion, capacity development, training and/or organisational development
- Tertiary qualification in a relevant field such as gender studies, public policy, public health, international and/or community development
- Understanding and experience working with stakeholders from diverse cultural backgrounds
- A commitment to creating inclusive and safe spaces for meaningful participation
- Demonstrated project management skills (managing time, drafting of project documents, scheduling, contract management, project planning, client and stakeholder management)
- Experience working with/in government, international development agencies and/or higher education settings
- MS Office Suite including Word, Excel, PowerPoint and Outlook
- Exceptional presentation skills and experience managing online training
- Excellent report writing skills

Desirable

- Experience working in gender equality and ending violence against women in Australia or overseas
- CertIV or other equivalent training qualifications
- Tender writing
- E-learning

Skills and values

- Aligned to the core intersectional feminist values of The Equality Institute.
- Proactive and enthusiastic team player with a demonstrated ability to see the bigger picture, think strategically and build capacity in others
- Strong sense of integrity, professional ethics and commitment
- Highly motivated with an ability to work equally effectively in team environments as well as on tasks which require high levels of initiative, autonomy and independent action.
- Excellent time management, prioritisation and organisational systems skills, with the ability to work flexibly and meet deadlines.

Terms and Conditions

Salary and benefits

\$70k per annum (FTE) plus 10% superannuation

The Equality Institute also offers additional leave entitlements, flexible working arrangements, professional development opportunities, and well-being and self-care workshops and initiatives.

All offers of employment are subject to the following:

- Current National Police Record Check
- Endorsement of EQI's Child Protection Code of Conduct and Ways of Working
- Eligibility to work in Australia
- Six-month probationary period