



Education & Training Officer

- Leading not for profit organisation
- Full time - 38 hours per week, contract to 29 June 2018
- North Sydney location close to transport
- **Applications close:** Friday 18 August 2017

Carers NSW is the peak organisation for carers in NSW. It is a member of the national Network of Carers Associations and has an exclusive focus on supporting and advocating for all carers in the state.

This role is responsible for developing and delivering education and training resources and ensure the organisation meets its commitments as per the NSW Carers Action Plan and Carers NSW Strategic Direction.

As the successful applicant, you will possess the following criteria;

- Relevant qualification minimum Certificate IV in Assessment and Workplace Training or TAA04 Cert IV Training and Assessment or working toward same
- Demonstrated experience and sound knowledge of the principles of adult education and group work
- Strong skills in development, facilitation, presentation and the evaluation of education and training programs
- Experience in identifying training needs and analysing gaps
- Strong research and analytical skills
- Strong time management and task prioritising skills
- High level written, oral communication and computer skills
- Ability to work unsupervised and within a team environment
- Ability to work flexible hours and travel
- Current NSW driver's licence

The salary for this position is \$75K to 80K package (based on SCHADS Award, Level 5). This includes base salary and superannuation, salary sacrificing options and training and development opportunities.

The Position Description is available to assist with your application or you can contact our HR Manager on 9280 4744 for further information.

Please forward your application **addressing the Selection Criteria** to Human Resources at jobs@carersnsw.org.au

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A National Police check and Working with Children Check is a condition of employment.