



TRAINING DIRECTOR

The role

Do you want an enormously rewarding role supporting the goals of a dedicated not for profit organization? RNLD is seeking a linguist to become the Director of the Documenting and Revitalising Indigenous Languages (DRIL) Training Program to support the revitalisation of Aboriginal and Torres Strait Islander languages. Now in its ninth year, the DRIL Training Program currently covers three strands, which are delivered to Indigenous participants in communities and workplaces across Australia. RNLD's Flexible DRIL workshops, the Certificates II and III, and the Professional Development Program are highly regarded and have been very positively evaluated by the approximately 600 Indigenous people who have participated in our training. The RNLD and our training activities are currently funded under a four-year grant from the Indigenous Languages and Arts program and through occasional project grants.

Reporting to the CEO, the DRIL Director will be responsible for

- program management - planning, development and management of all training programs
- strategic development - manage the strategic development of new training initiatives and contribute to the strategic development of the organisation
- staff management - train and mentor the DRIL training team and Training Support Officer
- consultation - with Indigenous communities and organisations to identify training needs
- training - develop and deliver training workshops
- network nationally and internationally with Indigenous communities and organisations, and with linguists in universities and allied sectors.

The successful candidate will desirably have a higher degree in linguistics (Masters or PhD with a specialisation in Australian languages) and familiarity with the DRIL Training Program. A commitment to working effectively in community contexts with Aboriginal and Torres Strait Islander peoples is essential. Understanding of and experience with the VET sector is an advantage. The appointed candidate will be required to have attained the Certificate IV in Training and Assessment prior to commencing the role, or to complete it in out of work hours soon after appointment.

This part-time (0.8) position is based in our Melbourne (Carlton) office. The ability to travel to training sites across the country is essential. Only Australian residents will be considered for this position. Note that relocation costs will not be provided. Aboriginal and Torres Strait Islander people are particularly encouraged to apply.

Salary and benefits

Salary based on experience and qualifications. Benefits include the 9.5% superannuation guarantee, pro-rata 10 days personal leave, pro-rata 20 days annual leave with leave loading, and public holiday entitlements. Travel to training locations and accommodation expenses are met by RNLD, together with payment of a modest daily meals allowance.

Application process

Please submit applications by email to ceo@rnld.org by **5 pm AEST Friday 21 April 2017**

Applications should include:

- a cover letter addressing the specific requirements of this position and demonstrating familiarity with the organisation and our programs
- current resumé
- contact details for 3 referees

Suite 3, Level 1
19-21 Argyle Place South
Carlton, VIC 3053
Australia
ph: +61 03 9077-9500

email:contact@rnld.org
www.rnld.org

ABN 24 215 634 040

Enquiries may be sent to Margaret Florey on mflorey@rnld.org

Duties

- direct all strands of the Documenting and Revitalising Indigenous Languages (DRIL) training program
- manage the strategic development of new training initiatives, in consultation with RNLD's CEO
- contribute to the strategic direction of the organisation
- manage the training program for Flexible DRIL workshops, nationally accredited certificates, and professional development workshops
- consult with Indigenous communities and organisations to identify training needs
- develop and deliver training workshops
- manage, train and mentor the DRIL training team
- manage the production of instructional training materials and manuals across all training strands, and evaluate and revise training materials
- oversee the management of student records and DRIL administrative records and databases
- manage compliance processes for nationally accredited certificates, in consultation with RNLD's Training Support Officer and CEO
- liaise with partner RTO, in consultation with RNLD's CEO
- seek funding opportunities and prepare funding applications, in consultation with RNLD's CEO
- prepare grant funding performance reports as required
- develop partnerships with and provide advice to other organisations as appropriate
- mentor participants in the professional development strand
- mentor volunteers and interns in DRIL methods and philosophy as required
- contribute to RNLD outreach activities
- contribute to RNLD advocacy activities and campaigns
- represent RNLD and the DRIL program at national and international conferences and workshops
- other duties as required

Qualifications and licences

- A higher degree (MA or PhD) in linguistics is highly desirable
- Certificate IV in Training and Assessment
- Current drivers license
- Current Working With Children check
- familiarity with the VET sector is desirable

Essential Skills

- appreciation of and commitment to the vision and work of RNLD's Documenting and Revitalising Indigenous Languages (DRIL) Training Program
- an understanding of and commitment to the operation of a not for profit organisation
- demonstrated experience in the development and delivery of a program of work
- strong background in linguistics with specialist knowledge of Aboriginal and Torres Strait Islander languages
- demonstrated experience in the effective management and mentoring of staff
- experience in teaching and/or in the delivery of intensive community-based workshops
- demonstrated ability to work effectively in community contexts with Aboriginal and Torres Strait Islander peoples
- strong national network amongst Indigenous communities and organisations, and with linguists in universities and allied sectors
- knowledge of international language revitalisation initiatives
- advanced skills using the Microsoft Office Suite
- a demonstrated record of working collaboratively
- well developed oral and written communication skills
- ability to meet deadlines