

## Education and Training Officer

### Position Details

<b>Position title:</b>	Education and Training Officer
<b>Reports to:</b>	Education and Training Manager
<b>Direct reports:</b>	No
<b>Organisation:</b>	Saints College
<b>Contract tenure:</b>	Fixed term for 2 years
<b>FTE:</b>	Flexible, 0.6FTE up to 1.0 FTE can be negotiated
<b>Expected level of contact with Children:</b> <i>(In accordance with Child Safeguarding Standards Framework)</i>	Casual Contact
<b>Location:</b>	Melbourne, VIC with travel to other sites
<b>Approved:</b>	October 2025

**Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply**

### About Us

#### Our Organisation

Saints College provides a safe, inclusive, and flexible learning environment for young people who have become disengaged from mainstream education. Our team is committed to supporting young people in re-engaging with learning through a personalised and trauma-informed approach that meets their individual needs.

We prioritise building honest and authentic relationships with young people, their families, and communities, fostering a culture that values, supports, and celebrates the dignity and uniqueness of each person.

Guided by the vision of Edmund Rice and the transformative power of education, we empower young people to achieve personal growth, academic success, and social connection, enabling them to build positive futures.

#### Our Structure

Saints Education is an initiative of Edmund Rice Education Australia (EREA), and operates as part of EREA Victorian Schools Ltd. It oversees a diverse range of educational services, including Saints College, Saints Knowledge Institute and Saints Early Years. Saints College operates across multiple campuses in metropolitan Melbourne and regional Victoria, including BlendED and Fitzroy North College, providing flexible, inclusive, and trauma-informed education.

As part of the EREA network, Saints Education is committed to fostering a supportive and empowering learning environment that reflects the values and vision of Edmund Rice. We offer a full-time, multi-year secondary education program tailored to meet the needs of young people who have disengaged from mainstream education, ensuring every individual is supported on their path to personal growth and success. We work



closely with families, community organisations, and support services to provide wraparound care that addresses both educational and personal development needs.

### **Our Young People**

The young people we work with come from diverse backgrounds and may face a range of barriers to education, including:

- Experiences of trauma or adversity
- Mental health challenges or neurodivergence
- Extended periods of disengagement from school
- Experiences of exclusion or suspension from mainstream education
- Involvement in out-of-home care or the child protection system
- Experiences of homelessness or housing instability
- Responsibilities as young parents
- Generational cycles of poverty, early school leaving or unemployment
- Interaction with the youth justice system

We recognise that each young person's journey is unique. Our staff are committed to providing a safe, respectful, and empowering learning environment where young people can develop confidence, reconnect with education, and work towards their goals.

### **Our Values**

Saints College operates under four key principles that guide our daily interactions and community culture:

- **Respect** – Valuing each person's dignity, voice, and lived experience
- **Honesty** – Fostering trust and truthfulness through open and authentic communication
- **Participation** – Encouraging young people to actively engage in their learning and personal growth
- **Safe and Legal** – Creating a secure and structured environment where all community members can thrive

This framework, known as Operation by Principles, is a defining feature of our approach. It establishes a common ground foundation for all members of our community—young people, staff, and families—ensuring that relationships, learning experiences, and conflict resolution are built on mutual understanding and shared responsibility. Through the use of Unconditional Positive Regard, strength based practice and with a trauma informed lens, we create an inclusive, safe, and empowering learning environment where young people can grow academically, socially, and emotionally.

### **Our Commitment to the EREA Charter and Touchstones**

As part of the Edmund Rice network, Saints Education is committed to the principles of the **EREA Charter** and its four Touchstones:

- **Liberating Education** – Providing innovative and inclusive learning opportunities
- **Gospel Spirituality** – Fostering a culture of compassion, hope, and social justice
- **Inclusive Community** – Welcoming and valuing diversity, ensuring all young people feel a sense of belonging
- **Justice and Solidarity** – Advocating for fairness, equity, and the dignity of all

The EREA Charter and Touchstones guide our mission and reflect our commitment to providing a high-quality education that is responsive to the needs of young people. More information can be found on the [EREA website](#).

## About the Role

The Education and Training Program Consultant is responsible for the development and delivery of training programs and services offered by the Saints Knowledge Institute. The role will continually collaborate with other services and education providers to identify areas of opportunity and growth for the Institute.

## Duties and Responsibilities

Typical duties and responsibilities include, but are not limited to:

<b>Operation by Principles</b>	<ul style="list-style-type: none"> <li>Model best practice in Operation by Principles and other key practices as articulated in the practice Framework.</li> </ul>
<b>Child Safety and Compliance</b>	<ul style="list-style-type: none"> <li>This position is subject to compliance with all relevant laws, regulations, and policies governing education in Victoria, including but not limited to the Education and Training Reform Act 2006, and the Child Safe Standards</li> <li>All employees must adhere to Saints College and EREA Victorian Schools Limited policies and procedures and where applicable EREA frameworks and policies.</li> </ul> <p><b>Child Safety Obligations</b> All employees must adhere to the following:</p> <ul style="list-style-type: none"> <li>Saints College’s Policies and Procedures implemented as part of compliance with <a href="#">Ministerial Order 1359: Implementing the Child Safe Standards – Managing the risk of child abuse in schools</a></li> <li>EREA’s Code of Conduct</li> <li>Ensure legal and mandatory reporting obligations are met, consistent with Saints College’s ‘Procedure for Responding to and Reporting Allegations of Child Abuse’ within the schools ‘Child Protection Program’.</li> </ul>
<b>Design and development of training programs</b>	<ul style="list-style-type: none"> <li>Design and develop training programs as determined necessary by the Saints Knowledge Institute.</li> <li>Undertake research and literature reviews to provide a clear knowledge base for the development of training programs.</li> <li>Collaborate with schools, community partnerships and external networks to ensure the training program is relevant to the needs of the key target audience.</li> <li>Develop the training materials and accompanying resources for training programs.</li> <li>Continually update training programs as required based on the feedback and changing needs of the key target audience.</li> </ul>
<b>Delivery of training programs and services</b>	<ul style="list-style-type: none"> <li>Deliver training programs and services as booked by Saints College or external organisations/agencies.</li> <li>Complete all preparation work and meetings associated with the delivery of a training program or service.</li> <li>Complete all follow up required post-delivery of a training program or service.</li> <li>Provide reflective coaching as required</li> <li>Travel to regional Victoria, interstate and if required overseas as part of the delivery or training programs and/or services.</li> </ul>
<b>Collaborate with community partnerships and external agencies</b>	<ul style="list-style-type: none"> <li>Work with community and external agencies to build networks and strong inter-agency relationships.</li> </ul>

	<ul style="list-style-type: none"> <li>• Draw on the knowledge and experience of agencies to provide insight into future training programs and services that could be developed by the Saints Knowledge Institute.</li> </ul>
<b>Collaborate with Saints College campuses</b>	<ul style="list-style-type: none"> <li>• Work with Saints Colleges to determine any needs they may identify and support that can be provided by the Saints Knowledge Institute.</li> <li>• Build positive working relationships with the Saints College leadership teams to ensure we can be responsive to their training and support needs as required.</li> </ul>
<b>Grow awareness of the Saints Knowledge Institute</b>	<ul style="list-style-type: none"> <li>• Identify opportunities to continually grow awareness of the Saints Knowledge Institute both in Australia and internationally.</li> <li>• Attend conferences, meetings, panel discussions and other opportunities to learn from other agencies and grow the awareness of the Saints Knowledge Institute.</li> <li>• Represent Saints Knowledge Institute through in-person and online networking and marketing</li> <li>• Travel to regional Victoria, interstate, and if required overseas, to attend any required events.</li> </ul>
<b>Support new initiatives for the Saints Knowledge Institute</b>	<ul style="list-style-type: none"> <li>• Participate in working groups, panels and other initiatives as required for the Saints Knowledge Institute.</li> <li>• Identify ideas for new initiatives and prepare a research base for proposals of new initiatives to the Senior Leadership Team.</li> <li>• Travel to regional Victoria, interstate, and if required overseas, to participate in or lead initiatives.</li> </ul>

## Key Selection Criteria and Requirements

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree in Education or Social Work or equivalent education and experience</li> <li>• Postgraduate Qualifications in Education, Psychology, Social Work or similar is desired</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience working face-to-face with young people impacted by trauma, enhancing capacity of the applicant to respond to questions from clients regarding responding in a trauma informed way</li> <li>• Experience working face-to-face with young people with a disability is desirable</li> <li>• Experience in providing professional supervision and coaching to professionals</li> <li>• Experience in the development and design of training programs</li> <li>• Proven experience in the facilitation of training programs, particularly for the education and community services sector</li> <li>• Experience leading other professionals in complex environments</li> </ul>
<b>Capabilities</b>	<ul style="list-style-type: none"> <li>• Proven skills in responding to young people impacted by trauma in a therapeutic and trauma informed manner</li> <li>• Proven networking and key relationship building capabilities</li> <li>• Proven skills in the research, development and design of training programs</li> <li>• Proven skills in the facilitation of training programs and services for schools and/or community services organisations</li> </ul>
<b>Probity checks and Certification</b>	<ul style="list-style-type: none"> <li>• Hold a valid Working with Children Check or have the ability to obtain, and a National Police Check certificate (issued within the last six months), or hold a current Victorian Institute of Teaching (VIT) registration.</li> </ul>



	<ul style="list-style-type: none"><li>• Hold appropriate Australian Work Rights.</li><li>• Valid First Aid Certificate or willingness to obtain.</li><li>• Valid Australian Driver's Licence and willingness to drive school vehicles when required.</li></ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"><li>• This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability.</li><li>• Some lifting of supplies and materials may be required from time to time, practicing safe manual handling.</li><li>• Travel within Victoria, interstate and possibly internationally will be required.</li></ul>