

Position Description Training Facilitator

The Victorian Alcohol & Drug Association Inc. (VAADA) is a Health Promotion Charity, whose goal is to promote the reduction of alcohol and drug related harms in the Victorian community.

We are a member driven peak body representing alcohol and other drug (AOD) treatment services, harm reduction organisations and services committed to VAADA's purpose of providing leadership, education and mutual support in the field of AOD dependence. This includes through policy, program development and public discussion.

Our vision is a Victorian community in which the harms associated with AOD use are reduced and wellbeing is promoted.

Our Principles

Collaborative Professional Rights-Based Progressive Evidence informed

Position Overview

Title:	Training Facilitator (Casual)
Reports to:	Head of Policy and Practice
Hours of work:	Casual, approximately 100 hours across 2026
Term:	Fixed term to 31 December 2026
Classification:	Level 6 Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Level 6 222 Hoddle St Abbotsford (hybrid)

Position Statement

The Training Facilitator supports and co-facilitates VAADA's Leadership Accelerator Program. The role helps deliver high-quality, sector-specific leadership development for emerging leaders across Victoria's alcohol and other drug (AOD) sector.

Working closely with the Workforce Development Coordinator and reporting to the Head of Policy and Practice, the Training Facilitator co-delivers program content, contributes to a safe and inclusive learning environment, and supports refinement of the curriculum to ensure it remains relevant and practical. The role draws on the facilitator's leadership experience within the AOD sector to support reflective discussion, learning, and the application of learning into practice.

Key Responsibilities

- a) Co-facilitate AOD Leadership Accelerator workshops, Communities of Practice and Managers Information Sessions in an engaging and practice-focused way
- b) Support participant learning through discussion, reflection and practical application of leadership concepts
- c) Contribute to reviewing and refining program content with the Workforce Development Coordinator to ensure ongoing relevance and quality
- d) Assist with preparation and delivery of training sessions, as required
- e) Foster a safe, inclusive and respectful learning environment
- f) Participate in debriefs and reflective discussions following sessions to inform continuous improvement
- g) Contribute insights to improve VAADA's broader workforce development offerings

Qualifications & Experience

Essential:

- Demonstrated experience in AOD management & leadership, including leading teams
- Experience facilitating training, group learning or reflective practice sessions
- Strong group facilitation and communication skills
- Sound understanding of leadership principles and practice
- Current Working with Children Check & National Police Check

Desirable:

- Tertiary qualification in management, public policy, health or equivalent
- Recognised training qualification
- Lived and living experience of the alcohol and other drug system

Key Selection Criteria

- Demonstrated leadership experience within the AOD sector, including leading teams and navigating complex practice and organisational environments
- Experience facilitating training, group learning or reflective practice, with the ability to engage participants, support discussion, and link learning to real-world practice
- Strong communication and interpersonal skills, including the ability to create a safe, inclusive and respectful learning environment for diverse participants
- Understanding of contemporary leadership principles and practice, and the ability to apply these concepts in a practical, sector-relevant way
- Demonstrated commitment to VAADA's vision, purpose and principles