

Funded Training & Full Qualifications Coordinator – Position Description

Reporting to the Training Services Manager, the Funded Training & Full Qualifications Coordinator will be responsible for obtaining and maximising the use of Smart & Skilled funding from Training Services NSW, as well as guiding learners through funded and fee paying full qualification enrolments.

Essential Duties and Responsibilities

- Coordinating the applications of Smart & Skilled & other priority area funding, with Training Services NSW
- Coordinating student enrolments through STS Online
- Coordinating the ongoing reporting of funded training in line with contract requirements
- Developing and maintaining relationships with stakeholders at Training Services NSW
- Ongoing liaison with RLS Regional Managers and Training Services Team in order to recruit learners for funded initiatives, provide ongoing support, and promote high levels of completion and student satisfaction throughout the student journey
- Developing and maintaining relationships with key stakeholders within the aquatics industry, and other relevant bodies, in order to be familiar with training needs and trends
- Coordinate and monitor smart and Skilled Financial Caps
- Work with the Training Services Manager to identify opportunities for growth in funded training offerings
- Maintaining clear and transparent records of past, current and future funding applications and subsequent student enrolments and progress

Essential Skills & Qualifications

To perform the job successfully, an individual should be able to demonstrate or possess the following:

- Familiarity and/or experience working within the Aquatics Industry
- Familiarity and/or experience with Vocational Training and Assessment
- Experience in operating within contractual or compliance requirements
- Strong communication skills, with the ability to work with multiple stakeholders
- Contribute and bring value to a team environment as well as the ability to work independently.
- Strong time management, with the ability to work under pressure and towards deadlines.
- NSW Working with Children Check.
- Intermediate computer skills (particularly Microsoft programs).
- Current NSW Driver's License.

Desirable Skills and Qualifications

- TAE40116 Certificate IV in Training and Assessment, or higher qualification
- Experience working with a Registered Training Organisation (RTO)
- Experience managing Smart and Skilled Contracts
- Experience in Student Management