POSITION DESCRIPTION

Position Title: Instructional Designer and Trainer

Work Level: Professional

Reports To: Instructional Design and Training Manager, Pride Inclusion Programs

Direct Reports: This position does not have any employees reporting into it

Position Overview

The position will develop and design educational content across ACON's three membership programs (Pride in Diversity, Pride in Sport, and Pride in Health + Wellbeing) as well as public-facing, fee-for-service curricula (Pride Training). The position will also facilitate the delivery of standard educational content to program members.

About The Quality, Training and Research Team

The Quality, Training and Research unit provides industry-best research and educational content, to support the vision of the Pride Inclusion Programs. Its key role is to ensure all divisional offerings are relevant, current, and accurate, and delivered consistently, to oversee all training content, index processes, data extraction, manipulation and reporting, across all programs and all external research partnerships and outputs, ensuring currency, accuracy and consistency of message across all training modules, all programs and fee for service offerings.

Main Activities

Main activities:

- Work closely with the Instructional Design and Training Manager, membership Programs Leads, clients, and other SMEs and stakeholders to develop, create, and deliver Pride-in Programs educational content.
- Lead content development projects for all Pride in- programs (PID, PIS, PIHW, PT), including accompanying resources, decks, facilitator guides and ad-hoc supplementary content
- Develop evidence-based eLearning courses that drive strong engagement and long-term retention of key concepts.
- Work collaboratively with subject matter experts to ensure all curricula is current, evidence-based and ethically delivered, with a particular focus on community safety and potential triggers.
- Ensure currency, accuracy and consistency of messaging across all Pride in- training modules.
- Build staff capability in new and updated content through user acceptance testing, socialisation of changes, and targeted train-the-trainer programs.
- Support the design and content management of endorsed trainer programs.
- Deliver facilitated training to fee-for-service customers.
- Provide back-up training to support the membership program teams during peak activity.
- Perform other duties to assist with the work of the division as requested by the Instructional Design and Training Manager.

Selection Criteria

Essential

1. 3–5 years' experience designing and developing engaging, innovative evidence-based training and learning materials.
2. Demonstrated advanced application of best-practice learning methodologies (e.g., adult learning principles, ADDIE, COM-B, 70:20:10), including designing for diverse learner needs, typically gained through substantial relevant professional experience and/or formal study.
3. Proven experience developing facilitated learning (face-to-face and webinars), supported by high-quality learning collateral.
4. Expertise in eLearning authoring tools (Articulate Storyline/Rise) and Learning Management Systems (LMS).
5. Strong organisational and time-management skills, with the ability to manage multiple projects and meet deadlines.
6. Ability to design intuitive, accessible and engaging learning experiences that are fit for varied industries and professional contexts.
7. Ability to assess learning needs, define clear and measurable learning objectives, design fit-for-purpose learning strategies, and evaluate training effectiveness.

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8. Experience collaborating with SMEs, stakeholders, customers and teams to analyse needs and design effective learning solutions.
9. Strong facilitation, presentation and communication skills, including confidence as a public speaker and educator.
10. Understanding of LGBTQ+ communities, including challenges faced in workplace, sport and/or health and wellbeing contexts.

Desirable

1. Specific qualifications in adult education.
2. Experience developing and delivering learning for senior leaders, executives and boards.
3. Coding skills (e.g. HTML, CSS, JavaScript) to customise eLearning, improve interactivity, and enhance front-end functionality.

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