



EXCITING NEW JOB OPPORTUNITY WITH FCAQ!

The Financial Counsellors Association of Queensland Inc. (FCAQ) is the peak body and professional association for financial counsellors in Queensland (QLD) and the head office is located in Cairns. FCAQ was established to be a charity with the purpose of advancing free financial counselling services in Queensland. FCAQ provides resources and professional development support to financial counsellors and their agencies who assist vulnerable Queenslanders experiencing financial difficulty. FCAQ continually strengthens engagement with the government, financial services industry, community services sector and other relevant stakeholders to provide systems advocacy, education, and financial counselling access to vulnerable consumers. FCAQ identifies the financial issues of people within communities and develops strategies to provide access for support and assistance.

The Role

Our team have an opportunity for a talented **Training and Professional Development Officer** to join them on a full-time basis.

As the Training and Professional Development Officer, you will be responsible for a variety of tasks designed to train FCAQ members and enhance their professional knowledge. These tasks may include planning, coordinating and implementing training programs with other departments.

The position provides support to FCAQ staff, day-to-day membership management and stakeholder engagement duties. Reporting directly to the Executive Officer, the role involves engagement with FCAQ members, corporate and community service stakeholders. This is a diverse, hands-on role which requires professionalism, interpersonal skilfulness, energy and attention to detail.

Utilising your superior communication skills, this role requires you to work closely with the FCAQ Board, staff and members. The ideal candidate will be adaptable, well-organised and looking for an opportunity to grow their career within a cohesive and dedicated focused team.

This role has flexible working arrangements; however, we understand flexibility is not the same for everyone.

Applications close: 13th August 2021

Contact: Jon OMally mobile: [0429061269](tel:0429061269)

Applications to email: jon.omally@fcaq.com.au

Training and Professional Development Officer

Unit: Services

Reporting: Executive Officer

Hours of Work: 38 Hours per week 12-month contract (this is a new and exciting position with recurring funding potential)

Salary: Based on SCHADS Award plus superannuation and 4 weeks annual leave. Social, Community, Home Care and Disability Services Industry Award (SCHADS). All Government Funded projects/grants

Qualifications and Skills

Required:

- Obtain a Diploma in Financial Counselling.
- Minimum of 4 years' experience as a full-time practising financial counsellor.
- Minimum of two years' experience delivering training programs
- Excellent communication skills
- Ability to resolve conflicts and de-escalate stressful situations.
- Proficient in Word, PowerPoint and Excel
- Superior problem-solving skills
- Superior time management skills
- Demonstrated **ability to work** independently.

The full position description can be found on the FCAQ website:

Positions Vacant | Financial Counsellor's Association of Queensland (fcaq.com.au)