

CHILDREN BY CHOICE

POSITION DESCRIPTION

Position Title:	Training and Engagement Officer
Reports to:	Training and Engagement Coordinator
Date:	January 2026
Award:	Social, Community, Home Care and Disability Services Industry Award
Award Level:	Level 4 Children by Choice can offer salary sacrifice up to \$15,900 per year tax-free for general living expenses. Additionally employees can salary sacrifice up to \$2,650 per year for meals and entertainment, bringing the potential tax-free benefit to \$18,500 annually.
Employment Status:	Permanent part time
Hours:	30 hrs per week
Location:	HYBRID - Milton, Brisbane

ABOUT CHILDREN BY CHOICE

Children by Choice is a proudly feminist, values-driven organisation working to advance reproductive rights and equity across Queensland. We provide all-options pregnancy support & counselling, education, advocacy, and consumer engagement, ensuring every person can make informed choices about pregnancy, parenting, kinship care and abortion care.

Children by Choice holds the following values: Pro Choice. Collaborative. Compassionate. Feminist. Integrity.

PURPOSE OF THE ROLE

Supporting the delivery of Children by Choice's online and in-person community and clinical education, engagement and events activities.

Reporting to the Training & Engagement Coordinator and sitting within the Sector Development team, the role coordinates and attends public-facing events and engagement activities, supports the delivery of education and training in community and clinical settings, assists with resource development, and contributes to promoting CbyC's services and values across Queensland.

This position is anchored in feminist principles, reproductive justice, and trauma-informed care. Candidates must demonstrate cultural competency and champion equitable access to abortion care.

KEY RESPONSIBILITIES

Community Engagement

1. Support the planning, coordination and delivery of community engagement activities that promote CbyC services, including logistics, stall setup, resource distribution and follow-up actions to increase awareness of reproductive rights and abortion access.
2. Assist with identifying and tracking relevant community events and outreach opportunities, in line with agreed priorities and resourcing.
3. Build and maintain positive relationships with community organisations and stakeholders, escalating opportunities and risks as required.
4. Follow organisational outreach, events and risk management policies and procedures.

Training

1. Support the development and delivery of health promotion and education materials for professionals and community audiences.
2. Participate in the delivery of Children by Choice education both in person and online.
3. Maintain accurate records of training activities, attendance, feedback and data for reporting and acquittal purposes.
4. Contribute to updating and maintaining training content to ensure materials remain current, evidence-based and accessible.
5. Support the development and uploading of content to CbyC's Online Learning Hub under guidance from senior staff and Director of Sector Development.

Event Management

1. Support the planning, coordination and delivery of the Reproductive Rights and Abortion Conference, working as part of a Conference Working Group.
2. Assist with event logistics, registrations, communications, scheduling and on-the-day delivery tasks.

System Creation & Continuous Improvement

1. Maintain accurate records, update databases (Hubspot) and maintain documentation systems related to events, training and engagement activities.
2. Capture participant and stakeholder feedback and provide summaries to support continuous improvement.
3. Contribute to cross-team collaboration where activities align with agreed work plans and priorities.
4. Maintain flexibility in the role to support sector goals and team collaboration.

Organisational Contribution & Representation

1. Contribute positively to a respectful, inclusive and feminist organisational culture.
2. Participate in team meetings, planning activities and reflective practice processes.
3. Undertake other duties consistent with the role and classification level as required.
4. Support internal upskilling by facilitating regular in-house training opportunities with external partners.

SELECTION CRITERIA

Essential:

1. Qualification in community development, social work, public health, education, engagement or a related field, or equivalent experience.
2. Experience in community engagement, education, training support, event coordination, or transferable experience.
3. Strong interpersonal and communication skills, particularly in community or face-to-face settings and with diverse audiences.
4. Understanding of trauma-informed, culturally safe and inclusive practice.
5. Ability to manage multiple tasks, meet deadlines and work collaboratively under direction.

6. Sound digital skills, including Microsoft 365 (Teams, SharePoint, Outlook) and familiarity with platforms such as Canva or CRM systems.
7. Current Blue Card, police check and driver's licence.
8. Willingness to travel to support the delivery of Health and Hospital Training across Qld, working occasional evenings or weekends as required.
9. Commitment to the vision, mission and values of Children by Choice, including support for reproductive justice and abortion access.

Desired:

1. Experience working in stigmatised or sensitive service contexts.
2. Engagement, training or facilitation qualifications or experience.
3. Knowledge of Child Safe Standards and/or the Human Services Quality Framework (HSQF).

PERFORMANCE MEASURES

1. Effective coordination and delivery of approved community engagement and training activities.
2. Timely and accurate administration, reporting and record-keeping.
3. Positive feedback from participants, partners and team members.
4. Contribution to a minimum of five community engagement events annually.
5. Support delivery of agreed training activities in line with work plans.
6. Evidence of regular contribution to updating and improving education materials.
7. Demonstrated alignment with organisational values and child-safe practice.