



Position Description – ACLTA Professional Development and Training Coordinator

The position of Professional Development and Training Coordinator for ACLTA is a voluntary position. The incumbent is elected to the role by way of vote from members of the association. The Professional Development and Training Coordinator shall hold office until the first biennial conference following their appointment, at which point they may offer themselves for re-election.

Purpose of Position

- To oversee the delivery of the association's training program
- To work with the accreditation committee to ensure a fair and transparent process of accreditation is maintained
- To promote professional development opportunities to members as relevant

Key tasks

- Administer the association email address pd@childlife.org.au and respond to enquiries in a timely manner
- Disseminates information about relevant research and professional development opportunities to members
- Liaises with Webinar coordinator to source appropriate web-based training for members
- To manage the delivery and implementation of the national training program and support therapists to access mentors as required
- To oversee the evaluation of the training program to ensure it remains up to date with research and evidence based practice
- Liaise with the accreditation committee on behalf of the ACLTA executive
- Accept accreditation documents and send to members of the accreditation committee for review

- Act as an additional accreditor for the accreditation committee during absence or peak periods
- Attends executive and other relevant meetings as required and act on allocated tasks in a timely manner
- Share industry relevant information and news with the social media co-ordinator.
- Participate in discussions using the Wild Apricot forum.

Essential criteria

- Hold full membership of ACLTA and be currently working within the profession
- Thorough understanding of the profession and the needs of members
- Achieved accreditation through ACLTA, having completed the ACLTA training framework or actively working towards this
- Ability to access and use web-based email, PayPal, and a willingness to learn administration tasks on the Wild Apricot Management Portal

Time commitment:

- Attendance at a 1 hour monthly meeting
- Approximately 1-2hrs a week on own duties, which may increase during peak times such as organising conferences
- Non-attendance at 3 consecutive monthly meetings forfeits position on the executive