

Position Title:	Commercial Trainer – Mt Gambier Region
Department / Function:	Commercial Training Team
Reports to:	Manager Commercial Training

About St John Ambulance South Australia

St John Ambulance SA is a charity that has been supporting the wellbeing of South Australians for 140 years. We help tens of thousands of people across the state each year through the delivery of Event Health and Medical Services, first aid training and products, and social inclusion programs.

Within South Australia, St John engages some 1,200 volunteers to support the community in the provision of Event Health and Medical Services and Community Care services. St John Ambulance SA also employs over 200 paid staff, located across the state.

The Opportunity

We are hiring a casual trainer to help bolster and expand our highly skilled and qualified Training Team in the Mount Gambier Region.

As a Commercial Trainer you will be responsible for the delivery of first aid training in a variety of settings such as at training venues, in the community and schools. We offer the opportunity to use your current experience in a flexible environment offering a good work life balance, a supportive and collaborative organisation and top-quality training and opportunities for growth and development through our new on-line learning initiatives.

Essential Criteria

- Current Certificate IV in Training and Assessment (or equivalent credential) to meet RTO requirements
- Valid driver's license and reliable vehicle
- Ability and willingness to participate in a roster to work at least one weekend a month and travel regionally within SA.
- Flexibility with work hours as there will be delivery of occasional evening classes
- Highly motivated and enthusiastic, with excellent communication skills
- Strong relationship-building skills, with both internal and external stakeholders
- Display excellent customer service attitudes and behaviours
- Proven problem-solving skills with the ability to develop innovative solutions in a flexible and client orientated training environment.

How to Apply

Submit your expression of interest [HERE](#) with your CV and cover letter expressing why you are suited to the position. Due to the large number of applications, please refrain from making phone enquiries regarding this opportunity. St John SA does not accept calls from recruitment agencies. St John SA care about keeping children and young people safe.

St John SA values diversity in the workplace and is an equal opportunity employer. Employment is dependent upon a Criminal History check that St John finds satisfactory, a valid and current Working with Children Check and the evidence of the right to work in Australia.

Position Description



Position Title:	Commercial Trainer
Department / Function:	Commercial Training Team
Reports to:	Team Leader - Commercial Training
Award/Common Law	Educational Services (Post-Secondary Education) Award
Classification – Grade:	Level 4-7

About St John Ambulance South Australia

St John SA's vision is to create a safe, supported, engaged and resilient South Australian community

Our mission is to ensure the wellbeing of all South Australians is improved through St John SA's delivery of innovative, client centred, and evidence-based health, community and educational products and services. All our work is underpinned by a professional network of volunteers and staff.

Our work in local communities encompasses health services, social connection programs, youth programs, first aid training and product sales, and supporting people during times of disaster – including bushfires and floods.

St John SA acknowledges and pays respect to Australia's Aboriginal and Torres Strait Islander Peoples, the traditional custodians of the lands, waterways and skies across Australia.

OUR VALUES



TEAMWORK



INTEGRITY



**HIGH QUALITY
SERVICES**



DIVERSITY



RESPECT

Position Summary and Requirements

As a member of the Commercial Training Team, you will deliver high-quality, engaging training programs that equip St John Ambulance Australia members and the wider South Australian community with the skills and confidence to respond effectively.

Commercial Trainers are responsible to deliver Nationally Accredited Training in a highly regulated industry and to diverse student cohorts across South Australia.

Key Relationships	
Key Internal Relationships	• Commercial Training Team • Customer Sales Team • Warehouse and Distribution
Key External Relationships	• Members of Public • Customers and Clients • Training Venues

Key Responsibilities	Scope of Work
Client Training Delivery	• Deliver and facilitate training programs modelling St John's high standards of performance and quality. • Provide an inclusive and supportive learning environment. • Support and monitor participants during learning and assessment. • Conduct assessments and provide feedback. • Gather quality evidence and make the assessment decision. • Record and report the assessment decision. • Participate in the review of the effectiveness of delivery and assessment process as directed. • Willingness to participate in a roster to work at least one weekend a month and travel regionally within SA • Assist in the mentoring new or developing trainers, including observing their course delivery and providing feedback that supports their ongoing development as directed.
Administration and Compliance	• Gather evidence, maintain documentation and participant records. • Complete all documentation within specified time frames. • Complete personal timesheet and submit on a fortnightly basis. • Complete all course delivery and administration in accordance with the 2025 Standards for Registered Training Organisations (RTOs) and organisational policies and procedures. • Maintain vocational competence and industry currency as directed by the Commercial Training Team and the National RTO. • Active participation and compliance in professional development activities as directed by the Commercial Training Team. • Maintenance of supplied education resources and equipment.
Communication & Liaison	• Maintain regular liaison with members of the Commercial Training Team and the Customer Sales Team. • Participate in St John staff meetings and consultation processes. • Access information to maintain current knowledge via updates, team meetings, newsletters and other communication channels.
General Responsibilities	• Ensure a safe and healthy work environment through compliance with WHS legislation and St John policies and procedures. • Monitor and report on WHS arrangements in the learning environment. • Develop and maintain knowledge of St John Ambulance products and services to recommend products and services to clients. • Other duties as directed which may include activities such as attending promotional events, or first aid kit and venue audits.
Workplace Health & Safety	• Proactively address safety and child protection matters. • Ensure workstation is kept safe and tidy • Undertake workstation self-assessment on an annual basis. • Follow safe and health work practices at all times, including reporting of hazards and incidents immediately, and referring WHS issues and requirements to managers.

Skills	Competencies and Experience
Communication and Teamwork	• Clear, professional, and inclusive communication skills • Ability to work collaboratively and follow direction • Respectful, positive approach when working with others
Customer Focus and Problem Solving	• Develop and sustain productive internal and external customer relationships. • Understand and is responsive to customers' objectives and needs. • Readily readjusts priorities to respond to changing customer demands as appropriate. • Display customer service attitudes and behaviours. • Use logical reasoning to work through issues. • Identifies pragmatic well-rounded solutions.
Organisational and Self-Management	• Able to prioritise own work tasks appropriately • Negotiate with managers, peers and direct reports to achieve goals • Aware of own emotions and those of others and take these into consideration when acting • Self-motivated and diplomatic • Able to work independently and take ownership. • Manage multiple tasks effectively with a high degree of flexibility within a changing workplace environment.
Results Focused	• All actions support the Business Unit plan. • Know what outcomes are required and focus on delivering these. • Maintain focus at all times. • Seek out creative opportunities to improve, streamline and reinvent work processes.

Qualifications

- TAE40122 Certificate IV in Training and Assessment OR TAE40116 Certificate IV in Training and Assessment OR diploma or higher-level qualification in adult education
- Vocational competence and currency in the following units of competency is essential*:
 - HLTAID009 Provide cardiopulmonary resuscitation
 - HLTAID010 Provide basic emergency life support
 - HLTAID011 Provide first aid
- Vocational competence and currency in other first aid units of competency, for example HLTAID015 Provide advanced resuscitation and oxygen therapy, is desirable

* St John SA will provide this training to new Trainers at the commencement of their employment (if don't already hold), however it is the responsibility of the Trainer to maintain currency in first aid and CPR throughout their employment as a Commercial Trainer

Essential Requirements

- Must hold a current driver's licence and own a roadworthy and reliable vehicle able to transport training equipment to and from courses
- Will be required to undertake some regional travel, with overnight stays, and work occasional evenings.
- Will be required to undertake Child Safety Training within the first month of employment with refresher training undertaken annually.
- Must be prepared to relocate within St John should the need arise
- It is a requirement to undertake and hold a National Police Certificate and a current Working with Children Check both of which are acceptable to St John SA prior to the commencement of employment. Continued employment is subject to the maintenance of satisfactory checks.