



Child Car Restraint Fitter Position Description

Position purpose

This role will provide support for Kidsafe Victoria's child car restraint education and advocacy initiatives. It will support our objectives to increase awareness of how to correctly choose, install and use child car restraints amongst the community to ensure that children are travelling as safely as possible on every trip.

Responsible to

This position reports to the Child Car Restraint Manager of Kidsafe Victoria.

Key working relationships

- Staff and contractors
- Find a Fitter members, Neighbourhood Houses Victoria, other key stakeholders as required
- Families and family support organisations

Hours

This position will be filled as a 0.8 full time equivalent position. The position will commence on an initial 12-month contract with a 3-month probation period and possibility of contract extension. Kidsafe is a family friendly organisation and has some flexibility in terms of the timing of these hours.

Location

The position will be located at Kidsafe Victoria's office at Monash Children's Hospital in Clayton with some travel within Victoria required.

Typical duties

- Support the development and management of relationships with key industry partners
- Support Kidsafe's Find a Fitter network
- Assist with administration for the delivery of Kidsafe's various programs and projects
- Support the coordination and delivery of Kidsafe's programs and initiatives, including the delivery of child restraint inspection days with industry partners
- Support the development of educational resources and provide child car restraint content for use across key channels including social media
- Assist with child car restraint related inquiries from the public
- Input into any standards processes or relevant committees as required
- Support applications for relevant grant opportunities related to child car restraint safety

Experience and skills

Essential

- Previous experience in a role as a child car restraint fitter
- Strong attention to detail
- Excellent communication and interpersonal skills
- Strong degree of proactivity, flexibility and adaptability
- Demonstrated ability to seek and implement continuous process improvement opportunities
- Strong problem solving and analytical skills
- Ability to work autonomously as well as part of a team
- Willingness to travel within Victoria to support the delivery of Kidsafe programs

Desirable

- A level of formal child restraint training
- Proficiency in the Microsoft Office suite
- Experience delivering presentations

We are not just looking for someone based on their skills and expertise. We need someone who is going to fit in with our small team and organisational culture. This means you also need to be:

- Someone who thinks 'why not' instead of 'why' and is able to think outside of the box to address a challenge
- A strong and creative communicator
- Friendly, approachable and have good relationship management skills

If you like the sound of us, then please apply. While we are reviewing applications, we encourage you to get to know us a bit more through our various social channels.

Appointment to this position is subject to:

- A satisfactory 'Working with Children Check' under the *Working with Children Act 2005 (Vic)*
- A satisfactory Police Check
- Proof of current whooping cough vaccination prior to commencement and willingness to have a flu vaccination each year
- Valid Australian driver's licence and access to own vehicle