



## Job Description

<b>Position Title:</b>	Community Facilitator
<b>Reports to:</b>	State Coordinator
<b>Location:</b>	<b>Canberra</b>
<b>Status</b>	Permanent Part Time
<b>Salary</b>	SCHCADS Level 4.1 Base pay (\$36.62/hr) + salary sacrifice
<b>Hours</b>	15.2 hours per week

## POSITION STATEMENT

### Primary Purpose of the Community Facilitator:

Community Facilitators are responsible for improving the lives of children and young people with a care experience outlined in the organisations strategic plan goals. Community Facilitators are guided by the organisations Mission, to – Connect to Empower to Change. They do this through ensuring that CREATE’s systems for connecting children and young people to clubCREATE are maintained and new members recruited; and facilitating connection through activities and programs.

### Position Context and specific job requirements:

CREATE Foundation is a systems advocate and the role that Community Facilitators play is one where engaging with children and young people is central to the role. CREATE does not provide individual advocacy.

Community Facilitators are change agents who facilitate the voices of children and young people through active participation and engagement. This enables the organisation to advocate to key decision makers effectively.

## POSITION DESCRIPTION

### Key Responsibilities

#### Connect

- Developing relationships and encouraging the participation of children and young people
- Maintaining contact with children and young people and ensuring that the clubCREATE data base is kept up to date

- Organising events and activities – including promoting the event, networking with key stakeholders, booking venues, organising catering, equipment hire and transport as required
- Develop a risk assessment to manage risks for events and activities

### **Empower**

- Undertake training in program delivery for CREATE programs
- Develop a risk assessment to manage risks in program delivery
- Facilitate programs per the training package guidelines
- Organise program delivery - including promoting the event, networking with key stakeholders organising program delivery materials and resources, booking venues, organising catering, equipment hire and transport as required
- Provide quality training to children and young people and ensure that attendance sheets and evaluation forms are distributed and collected

### **Change**

- Actively engage with, and listen to, children and young people and facilitate their participation
- Communicate the experiences of children and young people through the state/territory team meetings and /or State Coordinator
- Promote CREATE Foundation’s key advocacy messages as communicated through the Strategic Plan and Policy and Advocacy Team to children and young people and key decision makers

### **Key Relationships**

#### **Internal**

- State Team
- State Coordinator
- Head Office National Staff
- Policy and Advocacy Team
- Development and Operations Manager

#### **External**

- Statutory body
- Sector partners (Non- government agencies)
- Children and young people with a care experience

### **Organisational Citizenship and Teamwork**

- Demonstrate an active, dedicated commitment to the CREATE Mission, Vision and Core Principles.
- Actively seek to understand, represent and support CREATE’s vision, strategic direction and company position to all stakeholders, internally and externally.
- Ensure a high level of confidentiality and integrity; liaise with stakeholders in a professional, respectful and constructive manner.
- Actively contribute to an environment of personal and physical safety for all staff, visitors and young people (incorporating CREATE’s policies and guidelines).
- Participate in national CREATE initiatives, projects and events.

## Key Result Areas

- Meet deliverables outlined in the individual Work plan
- Develop and maintain active relationships with children and young people with a care experience
- Actively maintain records of contact details for children and young people and key decision makers and the sector
- Deliver high quality events, activities and programs according to organisational training requirements and policies; and ensure that the project timelines are met
- Maintain a high level of professionalism and advocate effectively CREATE's key messages to children and young people, the sector and decision-makers
- Ability to work in a culturally sensitive and inclusive manner
- Contribute to a positive organisational culture, and ensure that CREATE effectively facilitates Child Safe Standards.

## SELECTION CRITERIA

### Key Criteria

- Degree in Human Services, Social Work, Social Science or related field coupled with at least 12 months experience in the out of home care sector.
- Current Driver's License
- Successful Security Check – per state requirements

### **Please address the below Selection Criteria and forward with your Cover Letter, and CV/Resume'**

1. Experience in working with children and young people, and advocating for their rights, coupled with an understanding of the out-of-home care system or ability to acquire. Ability to abide by child safe standards.
2. Demonstrated competency in delivering/facilitating programs and organizing events and activities. This includes event/workshop planning, promotion, delivery and the evaluation of programs/events. Ability to work in a culturally sensitive and inclusive manner.
3. Highly developed written and interpersonal communication skills (children and young people, sector professionals and key stakeholders) coupled with confidence in conflict resolution, and problem solving. Ability to maintain accurate records and highly developed computer literacy skills (Microsoft Office).
4. Highly motivated with a demonstrated ability to meet deadlines and prioritise workload to ensure that organizational goals are met with ability to work autonomously and as part of a team.
5. Demonstrated experience or ability to develop and foster positive working relationships with key stakeholders, including government agencies, non-government organisations and peak bodies.