



Creating a better life for children and young people in care

## CREATE Foundation Role Profile

Position title:	Senior Community Facilitator
Location:	North Melbourne
Status:	Fulltime – 38hr per week
Reports to:	State Coordinator
Salary Range:	SCHCADS Level 5.1 + Superannuation + Salary Sacrifice
Hours:	Full time

## Position Statement

### Primary Purpose of the Senior Community Facilitator:

A CREATE Senior Community Facilitator provides strong and supportive leadership and is responsible for coordinating the Alice Spring team to provide effective systems advocacy, and quality CREATE programs and services to children and young people with a care experience.

### Position Context and specific job requirements

Under the direction of the State Coordinator, the Senior Community Facilitator is responsible for implementing the State/territories Action Plan and developing and supporting a cohesive team focused on delivering quality outcomes to children and young people. This includes the coordination of daily work flow, and supervision of Community Facilitator/s.

Senior Community Facilitators straddle the leadership role of a small team coupled with oversight of direct service provision. Senior Community Facilitators are also responsible for promoting the wellbeing of children and young people through effective advocacy.

The Senior Community Facilitator position also includes building and maintaining strong local networks committed to improving the lives of children and young people in care.

## Position Specifications

### Staff Management

- Take responsibility for implementing Action/Project Plans in consultation with the State Coordinator.
- Under direction of the State Coordinator contribute to the overall planning, implementation and monitoring of programs and services delivered by CREATE.
- Provide regular supervision and support to direct reports following organizational policy.
- Take responsibility for facilitating and leading team meetings.
- Take a lead role and assist the State Coordinator by managing the day to day operations of the North Melbourne office.

### **Program Delivery**

- Ensure consistent program delivery in accordance with CREATE's policies and procedures and in line with the training manuals/training guidelines for programs.
- Assist in the development, implementation and monitoring of the project plan in consultation with the State Coordinator.
- Assist in the development of risk assessments for program delivery with the State Coordinator and take responsibility for managing and mitigating risk.

### **Relationship Management**

- Develop and maintain relationships with key community stakeholders.
- Model the key organisational values of participation, partnership, collaboration and learning.

### **Additional Responsibilities**

- Participate in the development and distribution of CREATE promotional materials in consultation with the State Coordinator and Marketing Manager.
- Ensure that risk assessments are carried out for program/activity delivery where appropriate in line with organizational policy.

## **Operational Requirements**

### **1. Reporting**

This position reports directly to the State Coordinator.

### **2. Budgeting**

This role does not have responsibility for the budget. However, it is responsible for ensuring that the budget is adhered to and that the organisations Financial Policies and Guidelines are adhered to. The North Melbourne budget is the responsibility of the State Coordinator and Finance Manager and are to be adhered to in accordance with organisational financial policy and processes.

### **3. Key Relationships & Management Internal**

- State Coordinator
- National Development and Operations Manager
- Community Facilitators

#### **External**

- Department for Families and Communities
- Sector partners

#### 4. 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 company guidelines including Workplace Health and Safety, discrimination and harassment, etc.).
- Participate in national CREATE initiatives, projects and events.

#### Key Result Areas

- Meet KPI's outlined in the State/Territory Action Plan and identified project plans
- Advocate effectively for children and young people
- Deliver consistent, quality programs and activities for children and young people and key stakeholders
- Keep accurate records and statistical data
- Interpret, implement and adhere to organisational policy and procedure
- Adhere to budget
- Maintain well-developed relationships with key stakeholders
- Effectively support staff and monitor performance against KPI's
- Effectively manage the North Melbourne office
- Participate actively in organizational initiatives
- Contribute to a positive organisational culture, and ensure that CREATE effectively facilitates Child Safe Standards.

#### Selection Criteria

##### Key Criteria

- Degree in human services, child protection, community development, social policy/work, or related field coupled with at least 12 months practical experience. Experience in the out of home care sector is desirable.
- Current Driver's License
- Must have a current WWCC for the State
- Must comply with government and / or health directives in each state jurisdiction, and where so indicated be vaccinated for COVID 19.
- Successful Security Check – per territory requirements

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

1. Highly experienced advocacy skills working for marginalized, disadvantaged members of society with a proven ability to affect change. Demonstrated skills in working effectively with children and young people.
2. Demonstrated ability to manage, facilitate, and promote programs and events for children and young people. Highly developed organizational skills coupled with ability to meet deadlines.
3. Demonstrated high level of oral, written and interpersonal communication skills including, conflict resolution. High level of computer literacy skills and ability to collate data and write concise reports.
4. Highly developed skills in building positive working relationships with key stakeholders.
5. Demonstrated ability to lead a team, delegate work tasks and prioritise work load to meet deadlines coupled with experience in supervising a small team and ensuring that deliverables are met.