



Creating a better life for children and young people in care

CREATE Foundation Role Profile

Position title:	Senior Community Facilitator
Location:	Victoria
Status:	12-month contract (potential for ongoing)
Reports to:	State Coordinator
Salary Range:	SCHCADS Level 5.1 + Superannuation + Salary Sacrifice
Hours:	Full Time 38 hours per week

Position Statement

Primary Purpose of the Senior Community Facilitator:

A CREATE Senior Community Facilitator provides strong and supportive leadership and is responsible helping with coordinating the North Melbourne (VIC) 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 Victorian 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. Organisational Citizenship and Teamwork

- Demonstrate an active, dedicated commitment to the CREATE Mission, Vision and Core

Reports to:	National Policy and Advocacy Manager
Salary Range:	SCHADS 5.1 plus superannuation
Travel:	May require some interstate travel
Hours:	38hrs per week

Position Statement

Primary Purpose of the Position

To fulfil the organisations strategic objectives through supporting the facilitation of the “voice” of children and young people in effective systems advocacy that influences public policy and improves outcomes for children and young people in care.

To actively participate in the Influencing Stream of CREATE Foundation through the Influencing Committee to effectively communicate CREATE’s key messages internally and externally.

Position context and specific job requirements

Key Result Areas

- stated goals as articulated in the Operational Plan (annual).
- Provide informed, detailed and accurate sector and policy advice and maintain a comprehensive understanding of issues and trends in the out-of-home care sector.
- Contribute to the organisations research and consultation agenda and assist the process as outlined in the specific project plan and /or individual work plans.
- Promote CREATE’s advocacy position to key stakeholders and consult directly with key stakeholders including children and young people.
- Prepare quality/accurate reports, submissions, briefing papers and correspondence.
- Assist in the development and implementation of policy, research and advocacy initiatives.

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
- Must comply with government and / or health directives in each state jurisdiction, and where so indicated be vaccinated for COVID 19

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.