



CREATE Foundation Role Profile

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

Position Statement

Primary Purpose of the Senior Community Facilitator:

- To lead the delivery of CREATE programs and activities to children and young people with a care experience.
- To lead event planning and implementation.
- Oversee the collection of evaluations from children and young people about programs and activities.
- Supporting the State Coordinator and leading a small team.
- To provide effective systems advocacy.
- Oversee general administrative functions.
- Effective collect and record data and compile reports.

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.

CREATE Foundation Position Description – Senior Community Facilitator – Nth Melbourne - July 2022

POSITION DESCRIPTION

Key Responsibilities

Staff Management

- Assist the State Coordinator in developing the state Action Plans and individual Work Plans.
- Under the direction of the State Coordinator, implement and monitor program delivery.
- Provide regular supervision and support to direct reports following organisational policy.
- Facilitate team meetings and keep accurate minutes.
- Manage the day to day operation regional offices.

Connect

- Proactively engage with children and young people.
- Ensuring the clubCREATE database is kept up to date.
- Lead and manage events and activities – including promoting the event, communicating with key stakeholders, booking venues, organising catering, equipment hires, and transport as required.
- Develop Risk Assessments for programs and activities, according to organisational policies.

Empower

- Oversee the facilitation programs per the training package guidelines.
- 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 communication channels including influencing committee, state/territory team meetings, etc.
- 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.

Reporting

- This position reports directly to the State Coordinator.

Budgeting

- This role does not have responsibility for the state budget. However, it is responsible for ensuring that the regional office budget is adhered to and that the organisations financial policies and guidelines are adhered to.

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 Relationships

Internal

- State Coordinator
- State Team
- Influencing Committee

External

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

Organizational Citizenship and Teamwork

- Abide by organisational policies, guidelines and practice guides.
- 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.

Any other tasks assigned by your line manager.

Key Result Areas

1. Meet KPI's outlined in the State/Territory Action Plan and individual work plan.
2. Advocate effectively for children and young people.
3. Deliver consistent, quality programs and activities for children and young people and key stakeholders.
4. Keep accurate records and statistical data.
5. Implement and adhere to organisational policy and procedure.
6. Adhere to budget and follow finance processes.
7. Maintain well-developed relationships with key stakeholders.
8. Effectively supervise staff and monitor staff performance against KPI's.
9. Effectively manage the Regional Office.
10. 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).
11. Ability to engage respectfully with children and young people in care including those from all cultures including Aboriginal and Torres Islander backgrounds. Ability to abide by 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 3 years practical experience. Experience in the out of home care sector is desirable.
- Current Driver's Licence
- Successful Security Check – per state requirements (for example Working with children card / Ochre card)
- Must comply with government and / or health directives in each state jurisdiction, and where so indicated be vaccinated for COVID 19.

You MUST address the below Selection Criteria and forward with your Cover Letter, and CV/Resume to be considered for this role:

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. Highly developed written and interpersonal communication skills coupled with confidence in conflict resolution, and problem solving. Ability to maintain accurate records and highly developed computer literacy skills (Microsoft Office).
4. Demonstrated experience or ability to develop and foster positive working relationships within the out of home sector.
5. Highly developed skills in building positive working relationships with key stakeholders.
6. 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.