



## Job Description

<b>Position Title:</b>	Community Facilitator
<b>Reports to:</b>	State Coordinator
<b>Location:</b>	North Melbourne
<b>Status</b>	Part Time
<b>Salary</b>	SCHADS Level 4.1 Base + Superannuation + Salary Sacrifice
<b>Hours</b>	15.2 hours per week

## POSITION STATEMENT

### Primary Purpose of the 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.
- To assist with general administration and office duties (this may include collecting data, answering phones, compiling mail-outs, distributing invitations and taking RSVP's etc.)

### Position Context and specific job requirements:

CREATE Foundation is a system's 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 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.

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

- Engaging with and encouraging the participation of children and young people
- Maintain contact with children and young people and updated the clubCREATE data base is kept up to date.
- Organise events and activities – including promoting the event, communicating with key stakeholders, booking venues, organising catering, equipment hire, and transport as required.
- Assist in the development of the risk assessments to manage risk for events and activities.

#### Empower

- Facilitate programs per the training package guidelines
- Develop a risk assessment to manage risks in program delivery
- Organise program delivery - including promoting the event, communicate with key stakeholders organising program delivery materials and resources, booking venues, organising catering, equipment hires 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

**Any other tasks assigned by your line manager.**

### Key Relationships

#### Internal

- State Coordinator
- State Team

#### External

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

### Organisational 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.

## Key Result Areas

1. Meet deliverables outlined in the individual Work plan
2. Develop and maintain respectful relationships with children and young people with a care experience
3. Actively maintain records of contact details for children and young people and key decision makers and the sector
4. Deliver quality events, activities and programs according to organisational training requirements and policies; and ensure that the project timelines are met
5. Maintain a high level of professionalism and advocate effectively CREATE’s key messages to children and young people, the sector and decision-makers
6. Effectively work in a culturally sensitive and inclusive manner
7. Contribute to a positive organisational culture
8. Effectively adhere to and facilitate 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 (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. Demonstrated ability to work in a cross-cultural context, and ability to work respectfully with Aboriginal and Torres Strait Islander peoples. Ability to work within the National 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 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 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.
6. Demonstrate ability to follow organisation policies and procedures and work respectfully with colleagues.