

# Facilitator

## Position Description

<b>Reporting to:</b>	Team Leader	<b>Work location:</b>	Inner and North Melbourne
<b>Department:</b>	54 reasons	<b>Budget holder:</b>	No
<b>Team:</b>	Metro Melbourne	<b>Direct reports:</b>	No

### About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children, and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. With operations in every state and the NT, our services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

### Role Purpose

The key focus areas for the Facilitator are:

- Deliver backfill for our Journey of Hope program to primary school aged children throughout the allocated geographical area
- Ensure quality service delivery that meets required outcomes in-line with program guidelines and contractual requirements
- Work collaboratively with Journey of Hope colleagues

### Key Areas of Accountability

#### Service Delivery

- Support your facilitation team in the preparation of the delivery of the Journey of Hope modules, including preparing the venue and materials
- Deliver sessions in accordance with the agreed implementation plan, as part of the facilitation team
- Report concerns of participants who are suspected to be in need of mental health support beyond the scope of the project, escalating to management if required

#### Monitoring and Evaluation

- Acquire in-depth understanding and familiarity with the Journey of Hope purpose and resources
- Support the facilitation team with all data collection and monitoring activities
- Identify, monitor and mitigate programmatic risk

#### Teamwork and collaboration

- Consult with broader team to identify potential referral needs
- Participate in regular team meetings and maintain open lines of communication, encouraging the sharing of knowledge
- Provide specialist support to the broader team in early childhood strategies and developmental needs of children

#### Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training

- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

#### Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

## Person Specification

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#### Essential knowledge or experience

- Ability to work in a team to deliver information and support to children
- Demonstrated skills, knowledge, understanding and experience working with primary school aged children
- Demonstrated understanding of trauma informed practice
- Sound time management and organisational skills, and ability to manage and plan own workload
- Knowledge and/or experience in handling child protection concerns and processes
- Strong communication skills and experience in report writing
- Ability to work independently and as part of a team
- Knowledge of childhood development needs and understanding of stages and influences
- Familiarity with the geographical area/communities where activities are to be implemented

#### Required qualifications and/or accreditations

- Diploma in Social Work, Psychology, Education, Youth work or Community Services, or equivalent experience

## Additional Information

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- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- 54 reasons is an Equal Opportunity Employer

<b>Driver's Licence:</b>	Required	<b>Travel:</b>	Within inner and North Melbourne
<b>Working with Children Check:</b>	Required	<b>Assets:</b>	N/A