



Senior Facilitator Position Description

Reporting to:	Team Leader	Work location:	Armadale
Department:	54 reasons	Budget holder:	No
Team:	South East Metro Parenting Support Service	Direct reports:	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 Senior Facilitator are:

- Deliver South East Metro Parenting Support Service (SEMPSS) sessions to predominantly Aboriginal and Torres Strait Islander families in the allocated geographical area
- Ensure quality service delivery that meets required outcomes in-line with SEMPSS guidelines and contractual requirements
- Liaise and consult regularly with local communities, professionals, service providers and referral services to ensure our programs and services are meeting local needs, proactively identifying and resolving issues
- Mentor and develop colleagues to increase skill and competency to enable high quality service delivery

Key Areas of Accountability

Service delivery

- Coordinate and prepare the delivery of the SEMPSS modules, including venue selection, kit creation and session planning
- Deliver sessions in accordance with the agreed implementation plan, working in partnership with team members
- Identify participants who are in need of mental health support beyond the scope of the program, and refer them to the appropriate services in a timely manner with the support of the Team Leader

Monitoring and Evaluation

- Acquire in depth understanding of the SEMPSS purpose to ensure timely and accurate monitoring, evaluation and reporting on inputs and outcomes
- Facilitate data collection and support additional data collection activities as required
- Identify, manage and monitor risks to program / service delivery, quality and child safeguarding

Community engagement

- Proactively create and maintain networks and the local reputation of 54 reasons to a high standard within the community
- Actively participate in community events to promote program impact and grow program reach
- Build effective relationships with stakeholders in your designated geographical area

Teamwork and collaboration

- Mentor and work collaboratively with other team members, sharing knowledge and expertise and participating in community of practice
- Participate in regular team meetings and maintain open lines of communication, encouraging the sharing knowledge
- Participate in professional development and team building activities as required

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

Essential knowledge or experience

- High level of facilitation experience with the ability to deliver information to children
- Demonstrated skills, knowledge, understanding and experience working with Aboriginal and Torres Strait Islander families
- Demonstrated experience in using 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
- Strong networking and consultation skills to engage and influence

Required qualifications and/or accreditations

- Diploma in Education, Social Work, Social Services or related field, or significant relevant experience

Additional Information

- 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

Driver's Licence: Required
Working with Children Check: Required

Travel: Nil
Assets: Laptop/mobile