

Facilitator

Position Description

Primary Responsibility	A Facilitator has 1-2 years' experience working with young people and facilitating group work activities. The facilitator has completed, or is in the process of completing, the Creating Chances Facilitator training course. This position can sometimes be shared with another Facilitator or supported and mentored by a Head Facilitator. A Facilitator supports the planning and delivery of each session and supports program administration duties.
About Creating Chances	<p>Creating Chances (CC) is a medium-sized, for-purpose social enterprise delivering an evidence based positive youth development pathway using sport. CC is an organisation that was born out of a joint initiative between Football United (FU) University of New South Wales (UNSW) and the Rugby Youth Foundation (RYF) to develop innovative life skills through sport programs and provide regular access to sport and physical activity.</p> <p>Since 2014, Creating Chances Program has grown extremely quickly across Western Sydney, the Central Coast and the Illawarra with a reach into 100 Schools. Further growth and development are planned for 2021 and beyond.</p>
Our Values	<p>Integrity: We are honest, respectful, open, ethical, and fair.</p> <p>Collaboration: We leverage collective genius by encouraging, supporting and collaborating with others inside and outside the organisation</p> <p>Growth: We provide and pursue opportunities to learn, grow and develop skills that lead to advancement</p> <p>Diversity: We know it takes people with different ideas, strengths, interests, and cultural backgrounds to make our organisation succeed. We encourage healthy debate and differences of opinion.</p> <p>Innovation: We develop innovative solutions to address the needs of young people.</p> <p>Passion: Passion means we use our drive and commitment to energise, engage and inspire others.</p> <p>Celebration: We appreciate and recognise each other's achievements</p>
Location	Central Coast, Lake Macquarie, Newcastle region
Position Type	Casual
Award	Based on experience. SCHADS Award Levels 1-3: http://awardviewer.fwo.gov.au/award/show/MA000100
Reports to	Facilitator Leader and Programs Coordinator
Commence date	June/July 2021

KEY SELECTION CRITERIA

Qualifications	Sports Coaching Accreditation (Any sport) or equivalent
Experience	<p>Minimum 3 terms Creating Chances Assistant Facilitation or Football United Assistant Coach experience</p> <p>AND/OR</p> <p>At least 12 months experience working with children and young people from diverse backgrounds (ages 8-25 years) as a teacher, coach, youth worker or equivalent</p>
Required Skills & Attributes	<p>Organisational skills: Good organisational, planning and time management skills with an ability to prioritise workload</p> <p>Adaptability and self-motivation: Adapt to changing circumstances and takes advantage of emerging opportunities, adapts procedures to address what is most important</p> <p>Team player: Works with others in a spirit of trust and teamwork; works with others to establish and achieve common goals</p> <p>Cultural humility: Respects different beliefs, customs and values. Acknowledge differences and accepting others</p> <p>Tech savvy: Basic level skill with Microsoft applications especially Excel, Word and PowerPoint</p> <p>Youth Facilitation Skills: Ability to build positive relationships with young people and the ability to apply a range of facilitation techniques to empower young people to explore their potential</p>

Core Competencies	<ol style="list-style-type: none"> 1. Sport Coaching 2. Facilitation and Participant Engagement 3. Safety 4. Planning, Administration, Stakeholder relationships 5. Leadership (Developing Others) 6. Developing Self
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ROLES & RESPONSIBILITIES

Primary Roles & Responsibilities	<p>Planning & Delivery</p> <ul style="list-style-type: none"> • Plan activities according to session objectives set by Head Facilitator • Prepare session materials in advance as determined by Head Facilitator • Deliver/co-facilitate with the Head Facilitator in delivering sports activities highlighting key life skills messages <p>Administration & Reporting</p> <ul style="list-style-type: none"> • Support the Head Facilitator in completing program administration and reporting duties <p>Communicate</p> <ul style="list-style-type: none"> • Support the documentation of the program by capturing photos and observations • Communicate closely with the Head Facilitator and Programs Coordinator regarding any concerns, highlights, challenges, cancellations
Training Requirements	<ul style="list-style-type: none"> • Creating Chances Facilitator Training 2 day "Be Legendary" Workshop • Creating Chances Child Safeguarding and Workplace Health and Safety Training • Quarterly "Legends Connect" meetings

Policy Expectations	<p>Creating Chances drives a child safe culture across the organisation.</p> <p>Our policies exist to promote and ensure the wellbeing of the children and young people taking part in all Creating Chances Programs, Events, and Activities as well as ensuring the well-being of staff and volunteers. Our policies ensure that all those responsible for the welfare of young people:</p> <ul style="list-style-type: none">• Understand their duty of care and responsibilities• Are suitably recruited, selected and trained to fulfil these• Understand the procedures for responding to concerns about the welfare of the young person• Can act on these appropriately and effectively <p>All Creating Chances staff must comply with our Children Safeguarding and Workplace Health and Safety obligations.</p>
Pre-employment checks	<ul style="list-style-type: none">• Must have a Paid Working with Children Check (WWC)• Must have a valid First Aid and CPR• Must have Right to Work Documentation• Must provide 100 points ID
Workplace Flexibility and Equity	<p>Please note that:</p> <ul style="list-style-type: none">- We embrace working remotely and flexibly. It is about the quality of work and how best to achieve this, not necessarily being tied to a desk from 9-5pm- We encourage applicants from all cultures, ethnicities and backgrounds- We have a strong focus on diversity, inclusion, gender equity across all our operations
Application Process	<p>Upload your CV and a 1-page Expression of Interest addressing the Selection Criteria to the following online form: https://bit.ly/3oujmya</p>
