

## Armidale Assistant Facilitator/Coach

### Position Description

Primary Responsibility	An Assistant Facilitator/Assistant Coach is responsible for assisting the Head Facilitator in delivering regular sports and education activities during and after-school hours to various schools and community groups. The assistant facilitator has completed, or is in the process of completing, the Creating Chances Facilitator training course and has basic experience working with diverse groups of young people.
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 the Illawarra, Armidale and the Sunraysia with a reach into 100 Schools. Further growth and development is planned for 2022 and beyond.</p>
Our Values	<p><b>Integrity:</b> We are honest, respectful, open, ethical, and fair.</p> <p><b>Collaboration:</b> We leverage collective genius by encouraging, supporting and collaborating with others inside and outside the organisation</p> <p><b>Growth:</b> We provide and pursue opportunities to learn, grow and develop skills that lead to advancement</p> <p><b>Diversity:</b> 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><b>Innovation:</b> We develop innovative solutions to address the needs of young people.</p> <p><b>Passion:</b> Passion means we use our drive and commitment to energise, engage and inspire others.</p> <p><b>Celebration:</b> We appreciate and recognise each other's achievements</p>
Location	Armidale
Position Type	Casual
Award	SCHADS Award Level 1.01: <a href="http://awardviewer.fwo.gov.au/award/show/MA000100">http://awardviewer.fwo.gov.au/award/show/MA000100</a>
Reports to	Head Facilitator and School Programs Coordinator
Commence date	April 2022
Reports to (Supervisor)	This role is supervised by Facilitator Leader (Eve Wilcox)
Reports to (Primary Manager)	<p>Facilitator Manager (Stuart Meney)</p> <p>The role's Primary Manager, for ensuring that all HR processes such as professional development, certifications, are effectively completed including within Employment Hero and other systems.</p>

## KEY SELECTION CRITERIA

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

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

Primary Roles & Responsibilities	<p><b>Planning &amp; Delivery</b></p> <ul style="list-style-type: none"> <li>• Plan activities according to session objectives set by Head Facilitator</li> <li>• Prepare session materials in advance as determined by Head Facilitator</li> <li>• Assist Head Facilitator in delivering sports activities highlighting key life skills messages</li> </ul> <p><b>Administration &amp; Reporting</b></p> <ul style="list-style-type: none"> <li>• Support Head Facilitator in completing program administration and reporting duties</li> </ul> <p><b>Communicate</b></p> <ul style="list-style-type: none"> <li>• Support the documentation of the program by capturing photos and observations</li> <li>• Communicate closely with Head Facilitator and School Programs Coordinator regarding any concerns, highlights, challenges, cancellations</li> </ul>
Training Requirements	<ul style="list-style-type: none"> <li>• Creating Chances Facilitator Training may be required in Sydney, Armidale and online</li> <li>• Creating Chances Child Safeguarding and Workplace Health and Safety Training</li> <li>• Quarterly “Legends Connect” meetings</li> </ul>
Policy Expectations	<p>All of Creating Chances policies are stored in Employment Hero and require full review and acceptance. This includes, but is not limited to, our Child Safeguarding Policy.</p> <p>Creating Chances drives a child safe culture across the organisation.</p>

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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:

- 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

All Creating Chances staff must comply with our Children Safeguarding and Workplace Health and Safety obligations.

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| Pre-employment checks | <ul style="list-style-type: none"><li>• Must have a Paid Working with Children Check (WWC)</li><li>• Must have a valid First Aid and CPR</li><li>• Must have Right to Work Documentation</li><li>• Must provide 100 points ID</li><li>• Must provide a COVID Digital Vaccination Certificate</li></ul> |
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| Workplace Flexibility and Equity | <p>Please note that we:</p> <ul style="list-style-type: none"><li>- Provide all staff members a Creating Chances/Football United branded uniform</li><li>- Encourage applicants from all cultures, ethnicities, and backgrounds</li><li>- Have a strong focus on diversity, inclusion, gender equity across all our operations</li></ul> <p>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</p> |
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| Application Process | <p>Upload your CV and a 1-page Expression of Interest addressing the Selection Criteria to the following online form: <a href="https://bit.ly/3oujmya">https://bit.ly/3oujmya</a> by <b>Monday 11<sup>th</sup> April 2022</b>. Please select "Assistant Facilitator-Armidale" in the dropdown list under "Role".</p> |
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Shortlisted applicants will be contacted for an interview over the phone or via Zoom.

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