

# Head Facilitator

## Position Description

Primary Responsibility	<p>The Head Facilitator is responsible for overseeing the overall quality and delivery of the Creating Chances program. A Head Facilitator is a qualified and experienced facilitator working with youth from diverse and disengaged backgrounds.</p> <p>The Head Facilitator has the capacity to adapt the session based on student engagement, has a high level of inspiration and the ability to mentor and supervise other facilitators.</p>
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 2023 and beyond.</p>
Our Values	<ul style="list-style-type: none"><li>● Integrity: We are honest, respectful, open, ethical, and fair.</li><li>● Collaboration: We leverage collective genius by encouraging, supporting and collaborating with others inside and outside the organisation</li><li>● Growth: We provide and pursue opportunities to learn, grow and develop skills that lead to advancement</li><li>● 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.</li><li>● Innovation: We develop innovative solutions to address the needs of young people.</li><li>● Passion: Passion means we use our drive and commitment to energise, engage and inspire others.</li><li>● Celebration: We appreciate and recognise each other's achievements</li></ul>
Location	Greater Sydney
Position Type	Permanent Part-Time
Hours/week	30.4 hours/week

Award	SCHADS Award Level 4: <a href="http://awardviewer.fwo.gov.au/award/show/MA000100">http://awardviewer.fwo.gov.au/award/show/MA000100</a>
Reports to (Supervisor)	This role is supervised by the Facilitator Leader and Programs Coordinator
Reports to (Primary Manager)	The role's Primary Manager is the Facilitator Manager, for ensuring all HR processes such as professional development, certifications, are effectively completed including within Employment Hero and other systems.
Commence date	TBD
End Date	TBD
Contract duration	TBD

## Key Selection Criteria

Qualifications	Minimum Level 1 Sports Qualification or equivalent
Experience	At least 3-years experience coaching and working with children and young people from diverse backgrounds (ages 8-25 years) as a teacher, coach, youth worker or equivalent
Required Skills & Attributes	<ul style="list-style-type: none"> <li>● Organisational skills: Good organisational, planning and time management skills with an ability to prioritise workload</li> <li>● Adaptability and self-motivation: Adapt to changing circumstances and takes advantage of emerging opportunities, adapts procedures to address what is most important</li> <li>● Team player: Works with others in a spirit of trust and teamwork; works with others to establish and achieve common goals</li> <li>● Cultural humility: Respects different beliefs, customs and values. Acknowledge differences and accepting others</li> <li>● Tech savvy: Basic level skill with Slack, Google Docs and Google Drive, Canva and Microsoft</li> <li>● Youth Facilitation Skills: Ability to build positive relationships with young people</li> </ul>
Core	<ul style="list-style-type: none"> <li>● Sport Coaching</li> <li>● Facilitation and Participant Engagement</li> </ul>

## Competencies

- Safety
- Planning, Administration, Stakeholder relationships
- Leadership (Developing Others)
- Developing Self

## Roles and Responsibilities

### Primary Roles & Responsibilities

#### Planning & Delivery

- Plan and prepare content and delivery of the sessions according to the needs of the group;
- Organise all resources required for the sessions (workshop materials, sports equipment, printing etc.)
- Prepare, Rehearse and Communicate plan with facilitation team and allocate tasks effectively

#### Administration & Reporting

- Distribution, completion and collection of registration forms, online attendance, program surveys, evaluation sheets, and participant certificates
- Completion of a post-program Head Facilitator reports

#### Communicate

- Manage communication with schools after program set-up
- Manage communication with facilitation team
- Oversee the documentation of the program by capturing photos and observations
- Communicate closely with Programs Coordinator and Facilitator Manager regarding any concerns, highlights, challenges, cancellations

### Training Requirements

- Creating Chances Facilitator Training
- Creating Chances Child Safeguarding and Workplace Health and Safety Training
- Quarterly Legends Connect meetings

### Policy Expectations

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.

Creating Chances drives a child safe culture across the organisation. 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 wellbeing 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

	<ul style="list-style-type: none"> <li>● Understand the procedures for responding to concerns about the welfare of the young person</li> <li>● Can act on these appropriately and effectively</li> <li>● All Creating Chances staff must comply with our Children Safeguarding and Workplace Health and Safety obligations</li> </ul>
<p>Pre-employment checks</p>	<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>
<p>Workplace Flexibility and Equity</p>	<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> <li>● 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</li> <li>● Provide Salary Packaging to all Permanent staff members</li> <li>● Recognition program</li> </ul>
<p>Application Process</p>	<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></p>