



Assistant Facilitator (Illawarra Region and surrounds)

Position Description

Primary Responsibility	An Assistant Facilitator is responsible for assisting the Head Facilitator in delivering regular sport and life skills sessions 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 (FUn) 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 has grown extremely quickly across Western Sydney, New England, Sunraysia, the Hunter and Central Coast, and Illawarra, with a reach into over 100 Schools. Further growth and development are planned for 2024 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	Illawarra Region: Wollongong, Shellharbour and surrounds.
Position Type	Casual
Award	SCHADS Award Level 1: https://calculate.fairwork.gov.au/payguides/fairwork/ma000100/pdf As at July 2024, Level 1.01 casual rate of pay is \$31.76 per hour
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	TBC in Sept 2024

KEY SELECTION CRITERIA

Qualifications	Sports Coaching Accreditation (Any sport) or equivalent
Experience	<p>Minimum 1 term voluntary/intern Creating Chances Facilitation or Football United Coaching experience (at least 9 sessions)</p> <p>OR</p> <p>At least 3 months experience working with children and young people from diverse backgrounds (ages 8-25 years) as a coach or youth worker</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 of others</p> <p>Tech savvy: Basic level skill with Slack, Microsoft applications especially Excel, Word and PowerPoint.</p> <p>Youth Facilitation Skills: Ability to build positive relationships with young people</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

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 • Assist 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"> • <u>Creating Chances Facilitator Training</u> • <u>Training on the Facilitator Competency Framework</u> • <u>Compliance and Policy training</u>

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> <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 NSW Working with Children Check (WWCC) unless you are still under 18¹• Must have Right to Work Documentation• Must provide 100 points ID• Optional: First Aid and CPR certification
Workplace Flexibility and Equity	<p>Please note that we:</p> <ul style="list-style-type: none">- Provide all staff members a Creating Chances/Football United branded uniform- Encourage applicants from all cultures, ethnicities, and backgrounds- Have a strong focus on diversity, inclusion, and equity across all our operations- Embrace working remotely and flexibly for tasks such as project work, administration. However program delivery work is required to be performed on-site at schools or community sites as notified on your roster.
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> <p>Applications close at 5pm on Tuesday 17 September</p>

¹ If you are under 18, you may apply for your WWCC from Service NSW at any time after you are 17 and 9 months old. We recommend you plan for this proactively. Please note that once you turn 18, you will not be permitted to work if you have not provided us with your WWCC details.