Head Facilitator & School and Community Engagement Coordinator (Dubbo & Far West, including Bourke, Narromine & Walgett) - Fixed Term Contract

Position Description

Primary Responsibilities	The Head Facilitator & School and Community Engagement Coordinator 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. 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. • Head Facilitation: Planning & Delivery, Management, Administration & Reporting and Communication • Community and School Engagement: Stakeholder Communication and CRM Administration • School Program Coordination: • Child Safeguarding & Workplace Health and Safety commitment Additional responsibilities to this role include school and community engagement throughout the Dubbo and Far West region.
About Creating Chances	Creating Chances (CC) is a large, for-purpose social enterprise delivering an evidence based positive youth development program 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. Since 2014, Creating Chances has grown across Greater Western Sydney, the Central Coast, Illawarra, New England, Central West NSW and Sunraysia, with a reach into more than 100 Schools.
Our Values	Create Ripples We act with integrity and openness, listening to young people in the confidence

	that each of our small but intentional actions will spread outwards to make waves. Bring out the Best We encourage brave discussions and create space for reflection, believing that success comes from having passionate people come together with diverse ideas, strengths, interests, and stories. Connect Ideas We collaborate and innovate to create new solutions that help young people learn, grow and develop skills, and we celebrate our small wins.
Location	Regular travel to Dubbo and surrounding towns, and some long distance travel to remote communities such as Bourke, Brewarrina and Walgett. Occasional team development events held face-to-face in Greater Sydney and other parts of NSW.
Position Type	Fixed-term contract (3 months) with a view to transition to a permanent full-time position within 3–6 months, subject to performance and operational requirements
Award and Pay Rate	• SCHADS Award http://awardviewer.fwo.gov.au/award/show/MA000100 • SCHADS Pay Guide https://calculate.fairwork.gov.au/payguides/fairwork/ma000100/pdf • This role is Level 4 within the award. Level 4 pay rates start at $44.58 per hour, which equates to approximately $88K per annum for full time hours.
Reports to (Supervisors & Managers)	This role is supervised and supported by the Regional Programs Manager and the Programs Coordinator.

Key Selection Criteria

Qualifications & Certifications (or willing to obtain)	• A minimum of a Bachelor's degree in community or social work, education, sport management or related areas, or equivalent experience. • Paid NSW Working with Children Check (WWC) • Right to Work Documentation • First Aid & CPR
Experience	At least 2 years' experience coaching and/or working with children and young people from diverse backgrounds (ages 8-25 years) as a teacher, coach, youth worker or equivalent. Supervisor and/or school engagement experience is desirable.
Required skills and attributes	• **Organisational skills**: Excellent time-management and organisational skills and the ability to prioritise workload. • **Attention to detail**: Detail oriented and efficient, able to focus on accuracy when it matters, such as timesheets, planning schedules, clear communications. • **Adaptability and self-motivation**: Must be adaptable when working with diverse groups of people and must have self-motivation to fulfil all tasks. Willingness to be flexible and occasionally work outside of regular work hours. Proactive and takes initiative. • **Team player**: Ability to work collaboratively with a diverse range of stakeholders internal and external to the organisation across different cultural contexts • **Communication**: Excellent written and verbal communication skills to problem solve and work through tough or unclear tasks • **Tech savvy**: High level skill with Google and/or Microsoft applications especially Sheets/Excel, Docs/Word plus knowledge of Canva and Slack is desirable. • **Youth Facilitation Skills**: Ability to build positive relationships with young people and the ability to apply a range of techniques to empower young people to explore their potential • **Networking skills**: Strong abilities to network with community members to drive up interest in what Creating Chances offers, and to support school engagement and sales in the region.

Roles & Responsibilities

Primary Roles & Responsibilities	1. Head Facilitation 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 Management, Administration & Reporting • People Management • Distribution, completion and collection of registration forms, online attendance, program surveys, evaluation sheets, and participant certificates • Maintain records for attendance, scheduling and reporting using various online apps including Google Drive and Google Calendar • Ensure all records are accurate and stored in appropriate online databases. • Adhere to Creating Chances' recordkeeping policies and procedures. • Completion of a post-program Head Facilitator report per program 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 2. Community and School Engagement Stakeholder Communication and CRM Administration • Effective presentation and promotion of the Creating Chances pathway programs, the organisation and partnership opportunities to

	local stakeholders across the education, youth and community sectors. • Develop and distribute program proposal and promotion documentation with support from the School and Community Engagement team. • Effective tracking of proposals and agreements through the Creating Chances CRM • Attend regular School and Community Engagement team meetings Meeting Scheduling • Arrange and schedule meetings on behalf of the School and Community Engagement team with potential and current partners. • Attend stakeholder community and education meetings when appropriate 3. School Program Coordination Program Planning • Effectively plan the logistics of programs and ensure appropriate communication is maintained between all relevant stakeholders • Ensure programs are planned and implemented according to Creating Chances' mission and mutual objectives with stakeholders Program Scheduling • Work closely with the School Engagement and Operations team to schedule school programs on a termly basis • Allocate facilitators and communicate scheduling effectively to all relevant stakeholders in a timely manner 4. Child Safeguarding & Workplace Health and Safety commitment • Uphold and comply with Creating Chances child safeguarding and workplace health and safety, and bullying and harassment prevention policies and procedures • Adhere to appropriate reporting procedures with regards to disclosures, complaints, and incidences
Training Requirements	• Creating Chances Facilitator Training • Training on the Facilitator Competency Framework

	• Compliance and Policy Training • Creating Chances School Engagement and Business Development Training
Policy Expectations	All of Creating Chances policies are stored in Employment Hero (our HR Platform) 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 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 Child Safeguarding and Workplace Health and Safety obligations.
Workplace Benefits, Flexibility and Equity	Please note that we: • Provide all staff members a Creating Chances and/or Football United branded uniform • Encourage applicants from all cultures, ethnicities, and backgrounds • Have a strong commitment to diversity, inclusion and equity across everything we do. • Promote working remotely and flexibly for non-rostered work (ie, administration and planning). It is about the quality of work produced, in the most effective way. We trust that you know how best to achieve this. • Provide Salary Packaging to all permanent staff members to help you achieve your financial goals sooner. Salary Packaging effectively increases your take-home pay by reducing your tax. For more information on this ATO-approved scheme, please review https://www.cbb.com.au/uploads/Brochure-Salary-packaging.pdf • Operate an Internal Employee Recognition program