

POSITION DESCRIPTION

Position Title:	Education Program Facilitator
Location:	Various
Employer:	Bravehearts Inc
Terms:	Various
Reports to:	Education Program Coordinator, National Education Teams Co-ordinator & National Education Program



Our Vision

To make Australia the safest place in the world to raise a child.

Mission Statement

Our Mission is to prevent child sexual assault in our society.

Guiding Principles

Our Guiding Principles are to, at all times, do all things to serve our Mission without fear or favour and without compromise and to continually ensure that the best interests and protection of the child are placed before all other considerations.

PURPOSE OF POSITION:

The Education Program Facilitator is responsible for ensuring that the delivery of the *Ditto's Keep Safe Adventure Program* in their region is of the highest standard. The Facilitator will work as part of a team (2-4 staff) and will be allocated responsibilities in relation to the program delivery. Some administrative tasks will also be allocated. The role requires travel (including overnight stays).

Term of Appointment:

The term of appointment will vary depending on location and be as required by the program.

Remuneration range

Social, Community, Home Care and Disability Services Industry Award 2010 Level 2.

PRIMARY DUTIES AND RESPONSIBILITIES:

Reporting Relationships

The Education Program Facilitator is responsible to the Education Program Coordinator located at the candidates' branch and to the National Education Teams Coordinator and National Education Program Manager based in Bravehearts' Head Office.

Key Areas of Responsibility.

- Participation in the live performance in either roles of facilitator or "ditto" character.
- Facilitate delivery of the parent/teacher information clips on occasion.
- Telephone contact with primary schools/day care centres and communities to introduce the education program.
- Any general administration associated with the program.

- Packing of ditto show bags and stock control activities.
- Contact with community groups to introduce/promote education programs.
- Liaison with other community organisations to develop relationships and referrals.
- Manage and attend to approved projects and provide timely updates on progress and implementation.
- Ensure Seamless communication to clients and work colleagues.
- Meet and where possible exceed agreed personal Key Performance Indicators.
- Participate in bi annual Planning and Support Sessions
- Partake in self-care activities.
- Work as part of a team to attain Bravehearts mission.
- Assist in all general duties that may be required to ensure that the team runs efficiently, as directed by the Program Coordinator.
- Travel to other areas (including air, which may also include overnight stays) from time to time.

PERSONAL SPECIFICATIONS:

Qualifications/Experience:

- A tertiary qualification in education / early childhood is preferred.
- A minimum of 2 years experience in working with young children is preferable.
- Experience and understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices preferable.
- Must have or be willing to apply for a Working with Children Check as per state requirements and National Police Certificate.
- Possess a Drivers licence (Open licence preferred)

Personal Qualities:

- The appointee should have personal qualities of integrity, sound judgement, high levels of communication and negotiation skills and respect for individuals.
- The capacity to work enthusiastically within the parameters of the Bravehearts mission and philosophy and to its vision for an optimum contribution to the lives of children who have been sexually assaulted, their non-offending family members and primary caregivers.
- Principles of social justice will underpin the appointee's practice.

Skills and Abilities:

- Excellent communication.
- Public speaking / acting.
- Working with a team of staff.
- Exceptional organisational skills.
- Intermediate use of Microsoft office suite and keyboard skills.
- Good literacy.
- Leadership skills.

I, _____ acknowledge that I have no past or pending convictions or allegations in relation to harming a child or acting inappropriately toward them nor have I ever deliberately harmed a child or acted inappropriately toward them. I have read, agree and understand my position description. I

declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: _____

Date: _____