

## POSITION DESCRIPTION

<b>Position Title:</b>	Education Facilitator
<b>Location:</b>	Various
<b>Employer:</b>	Bravehearts
<b>Terms:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 Level: 2.4
<b>Reports to:</b>	National Education Manager



### **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 or compromise and to continually ensure that the best interests human rights and protection of the child are placed before all other considerations.

### **Guiding Values**

Our guiding values are to at all times do all things to serve our Mission with uncompromising integrity, respect, energy and empathy, ensuring fairness, justice and hope for all children and those who protect them.

### **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:**

Permanent Part Time (hours as per contract)

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

#### **Reporting Relationships**

The Education Facilitator reports to the National Education Manager and has a close working relationship with their Education Coordinator.

#### **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.
- 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.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

- Attendance at conferences/meetings/Bravehearts functions.
- Meet and where possible exceed agreed personal Key Performance Indicators.
- Manage their own health and safety in the workplace and ensure a physically and mentally safe workplace for the organisation.
- Participate in bi-annual Planning and Support Sessions.
- Participates in self-care activities.
- Work as part of a team to attain Bravehearts mission.

**PERSONAL SPECIFICATIONS:**

**Qualifications/Experience:**

- Relevant Certificate or Diploma 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:**

- Respect for privacy and confidentiality.
- The appointee needs to possess personal qualities of integrity, sound judgement, empathy, and respect for individuals.
- High levels of verbal and written communication, as well as well-defined negotiation and mediation skills are essential.
- 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 and young people who have experienced sexual assault, their non-offending family members and primary caregivers.
- Principles of social justice will underpin the appointee's practice.
- Must have or be willing to apply for a CCYP Working with Children Check (Blue Card) and National Police Certificate.

**Skills and Abilities:**

- Public speaking/acting.
- A sound understanding of the effects of child sexual assault on the individual, family, interpersonal, and societal level.
- Excellent written and verbal communication.
- Ability to work well within a team environment.
- Exceptional organisational and time management skills.
- Intermediate use of Microsoft office suite and keyboard 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 will immediately inform my manager of any charges of child sexual assault or interpersonal violence.

I have read, agree and understand my position description. I understand that any inappropriate behaviour towards children on my part may lead to me being stood down from my position, and any prosecution of child sexual assault, or violence towards person, whether at work or not, may lead to immediate termination of employment. I declare that there is no medical or other condition which would stop me from undertaking the duties listed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_