

Position Description

Position Title:	Personal Safety Facilitator
Level:	Social, Community, Home Care and Disability Services Industry Award 2010 Level: 2
Location:	Various
Employer:	Bravehearts
Reports to:	Team Leader: Personal Safety Education

Our Vision

A world where people, communities and systems all work together to protect children from sexual abuse.

Our Mission

To provide a coordinated and holistic approach to the prevention and treatment of child sexual abuse.

Our Values

Integrity: We act with integrity, demonstrate accountability, honesty, and at all times, behave ethically.

Respect: We behave and communicate with inclusivity, mindfulness, and professionalism whilst continually embracing diversity.

Energy: We unreservedly apply ourselves using all efforts, power and abilities towards protecting children from child sexual abuse.

Empathy: We acknowledge the bravery of survivors and those that support them. Without fear or favour, we seek to ensure that children have a childhood free from sexual harm.

Bravery: We seek to genuinely understand other people's experiences, culture and perspectives. In turn, we support individuals and communities in a manner that is meaningful to them.

Position Purpose

The Position Purpose of the Personal Safety Facilitator is to ensure the delivery of Ditto's Keep Safe Adventure Program in their region meets the highest standards of quality and effectiveness. Working as part of a team of 2-4 staff, the Personal Safety Facilitator will be allocated specific responsibilities related to program delivery, including conducting engaging educational sessions for children.

The role also involves completing administrative tasks and managing external communications with childcare centres, kindergartens, and primary schools. The position may require travel, including overnight stays, to effectively reach and support educational environments. The Personal Safety Facilitator works closely with the Team Leader – Personal Safety Education, contributing to the team's overall success and supporting colleagues to fulfil their roles efficiently.

Primary Duties & Responsibilities

- Perform live presentations as a facilitator or mascot character.
- Conduct outreach to primary schools, childcare centers, and communities via phone, email, and in-person to promote the education program.
- Complete daily program administration tasks.
- Ensure all necessary equipment and materials are prepared for each presentation.
- Build and maintain relationships with community organisations and stakeholders to promote the program and facilitate referrals.
- Support the Team Leader with approved projects.
- Ensure effective communication with clients and colleagues.
- Assist with general team operations as directed by the Team Leader.
- Travel to various locations for program delivery, including potential overnight stays, as approved.
- Maintain proficiency in program content, including presentations, scripts, and educational materials.
- Participate in required training to enhance skills and knowledge.
- Assist the Team Leader with reporting, data collection, and inventory management.
- Attend conferences, meetings, and organisational functions as needed.

- Strive to meet or exceed personal Key Performance Indicators and objectives.
- Support the completion of necessary checks and audits as directed by the WHS Coordinator.
- Promote a safe and healthy workplace, both physically and mentally.
- Completion of annual child protection training to maintain skills and knowledge.
- Collaborate with the team to further Bravehearts' mission.

Remote Office:

(applies to Teams in remote offices, in addition to all other responsibilities as outlined in this document)

- Maintain the remote office including equipment and cleanliness.
- Office cleaning.
- Ensure the required Workplace Health and Safety standards are maintained.
- Checking and receiving mail inclusive of PO Boxes.

Personal Specifications

Qualifications/Experience:

- A minimum of 2 years' experience in working with young children is preferable.
- Qualification in education / early childhood is preferred but not essential.
- Strong administration skills and experience are required.
- Experience and understanding of issues relating to service delivery with an agency that is committed to socially and culturally inclusive practices is preferable.
- Must have or be willing to apply for a Working with Children Check as per state requirements and National Police Certificate.
- Possess a current Driver's License (Open license preferred).
- Full rights to work in Australia.

Personal Qualities:

- Commitment to privacy and confidentiality.
- Adaptable, flexible, patient, and professional demeanor.
- Integrity, sound judgment, and conscientiousness, coupled with strong communication and negotiation skills.
- Enthusiastic alignment with the Bravehearts mission, vision, and values: Integrity, Respect, Energy, Empathy, and Bravery.
- Strong foundation in social justice principles guiding professional practice.
- Exceptional verbal and written communication skills.

Skills and Abilities:

- Strong communication skills to ensure effective interaction with clients and colleagues.
- Proficiency in public speaking, acting, and performing as a mascot.
- Ability to work both independently and collaboratively within a team.
- Exceptional organisational skills.
- Intermediate proficiency in Microsoft Office Suite.
- Experience with Customer Relationship Management (CRM) systems.
- Solid literacy and numeracy skills.
- Appropriate health and fitness level to consistently perform and deliver shows, including in a mascot costume.
- No pre-existing conditions that would affect the ability to perform duties effectively.

Acknowledgement

I, _____ acknowledge the following:

- I have no past or pending convictions, allegations or complaints 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 allegations and/or charges of child sexual abuse, inappropriate behaviour towards children and/or young people, or interpersonal violence.
- I have read, agree and understand my position description.
- I understand that any inappropriate behaviour towards children on my part will lead to me being stood down from my position, and any prosecution of child sexual abuse, or violence towards any person, whether at work or not, will lead to immediate termination of employment.
- I declare that there is no medical or other condition which would prevent me from undertaking the duties listed.

Signed: _____

Date: _____