

ROLE OVERVIEW

JOB TITLE	Community Facilitator
TEAM	Services
LOCATION	Morwell Park Primary School
REPORTS TO	Partnership Manager

GENERAL ROLE DESCRIPTION

Our Place Community Facilitators are the front-line for implementation of the Our Place approach, working on-site with the local community, partners and stakeholders. The role is focused on building relationships and facilitating opportunities and delivery of services to support the families and children at the Our Place site.

Community Facilitators work collaboratively as part of the team on site and local stakeholders, promoting communication between partners, the community and service providers and promoting collaborative and joined up practice, to ensure a seamless experience for families and children.

Contributing as part of the Our Place team, Community Facilitators work with their Partnership Manager to provide real-time feedback on implementation processes, support the work of the Research & Evaluation team and contribute to the body of knowledge around the Our Place model.

DUTIES & RESPONSIBILITIES

1. Community Engagement

- Facilitate and support activities for community engagement
- Engaging with parents and adults to build strong community support for the Our Place approach
- Establishing / facilitating a Parent Advisory Group - parent input to community needs

2. Implementation

- Developing and maintaining strong, functional relationships with all parties across the Our Place site
- Liaising with key partners to ensure activities and initiatives are progressed as planned
- Establishing a practitioner network on site to promote communication
- Participating as part of the Site Implementation Group
- Contributing and participating as part of the Our Place team, sharing best practice and learnings with other sites

3. Documentation & Reporting

- Undertaking community consultation, data analysis and baseline site implementation planning
- Developing work plans and project plans to deliver the core elements of the Our Place model
- Delivering regular reports on site progress

SKILLS & ABILITIES

1. Personal Attributes

- Genuine concern and passion for the improving the well-being and opportunities available to families and communities
- Strong output-orientation, focused on the quality delivery of goals and outcomes for children, families and community
- Commitment to professional learning, ability to give and receive feedback with a growth mindset for themselves and others
- Continuous improvement mindset, always seeking to find better ways to achieve outcomes
- Ability to flexibly adapt to new ways of working with a "can do" approach to addressing challenges

2. Interpersonal

- Exceptional people skills, ability to work alongside partners in a collaborative and constructive manner
- Well-developed stakeholder management and community engagement skills
- Exceptional verbal and written communication skills, able to tailor communication methods and styles to suit the audience

3. Technical

- Attention to detail and proficiency with Microsoft Office - Word and Power Point are essential, basic Excel skills are desirable
- Basic ability to manage professional social media pages (e.g., Facebook)
- Strong organisational skills: ability to prioritise competing interests and deliver outcomes in a fluid and changing environment

POSITION DESCRIPTION – Community Facilitator

EXPERIENCE / QUALIFICATIONS

- Relevant experience in the education/community sector, with early education experience highly regarded
- Relevant experience working in diverse settings, engaging with multiple service providers
- Qualifications in community development / education or another relevant field

WORKING CONDITIONS

WORK ENVIRONMENT	The role is performed primarily at the Our Place site, however, there will be need to travel to meet with local stakeholders, to meet with other Our Place staff and to work from the Our Place Central Office in Doveton up to one day per month.
HOURS / SHIFTS	Generally, 7.6 hours per day, five days a week based around school hours on site and the school term.
CHILD SAFETY	It is a condition of employment that staff provide a current Working With Children Check and Police Records Check prior to commencing. All employees must adhere to the Child Safe Policy at all times.
BENEFITS	Our Place is committed to being a family friendly and flexible employer. We aim to accommodate staff's need for flexibility and part time / flexible work arrangements are supported where possible in accordance with Our Place policies.
OTHER	<p>The role is likely to have minimal activities during school holidays so in addition to four weeks statutory leave a further four weeks of employee-funded leave – or taking leave without pay – is a condition of employment. Refer to the Employee-Funded Leave Policy for more details.</p> <p>Contact Keita Matsumoto for further information: keita@ourplace.org.au</p>