

ROLE OVERVIEW	
JOB TITLE	Community Facilitator
TEAM	Services
LOCATION	Frankston North
REPORTS TO	Partnership Manager
GENERAL ROLE DESCRIPTION	
<p>Our Place community facilitators are the front-line for implementation of the Our Place model, 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.</p> <p>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.</p> <p>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.</p>	
DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> • Developing and maintaining strong, functional relationships with all parties across the Our Place site • Facilitate and support activities for community engagement • Liaising with key partners to ensure activities and initiatives are progressed as planned • Engaging with parents and adults to build strong community support for the Our Place approach • Participate in the School Council as an Our Place representative • Establishing a practitioner network on site to promote communication • Establishing / facilitating a Parent Advisory Group - parent input to community needs • Participating as part of the Site Implementation Group • Undertaking Community 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 • Contributing and participating as part of the Our Place team, sharing best practice and learnings with other sites 	
SKILLS & ABILITIES	
<ul style="list-style-type: none"> • Exceptional people skills, ability to work alongside partners in a collaborative and constructive manner • Well-developed stakeholder management and engagement skills • Exceptional communication skills – verbal and written, able to tailor communication methods and styles to suit the audience • Genuine concern and passion for the improving the well-being and opportunities available to families and communities • Ability to prioritise competing interests and deliver outcomes in a fluid and changing environment • Project management skills, with a “can do” approach • Continuous improvement mindset, always seeking to find better ways to achieve better outcomes • Current knowledge of the Early Childhood Education and Care systems and practice. 	
EXPERIENCE / QUALIFICATIONS	
<ul style="list-style-type: none"> • Experience working in the education (early childhood / schools) or community sectors. • Experience working in diverse settings, engaging with multiple service providers. • Qualifications in early childhood/ community development / education or other relevant qualification 	
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.

POSITION DESCRIPTION – Community Facilitator

HOURS / SHIFTS	Generally 7.6 hours per day, five days a week based around school hours on site and the school term (part time negotiable).
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	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.