

## Community Facilitator Position Description

ROLE OVERVIEW	
<b>JOB TITLE</b>	Community Facilitator
<b>TEAM</b>	Services
<b>LOCATION</b>	Frankston North
<b>REPORTS TO</b>	Partnership Manager
GENERAL ROLE DESCRIPTION	
<p>The Community Facilitator is at the front-line of implementation of the Our Place approach, working as part of a site team and with partner organisations to deliver the site strategic plan. The role is focused on building relationships, enabling collaboration between partners, and capturing the evidence of how our work is having an impact. The day-to-day work of Community Facilitators is highly varied, with opportunity to work creatively in response to community needs in alignment with the Our Place approach.</p>	
DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"><li>• Develop and maintain strong collaborative relationships with all partners across the site</li><li>• Engage with families to build trust, an understanding of their needs and connection to on-site services</li><li>• Identify opportunities for partnerships to increase access to programs and services for children and families</li><li>• Identify, design and lead activities to increase engagement with families in consultation with site partners</li><li>• Undertake community data collection and analysis to inform planning, implementation and monitoring and evaluation of the Our Place approach and Site Plans</li><li>• Develop and maintain work plans and regular reports to track progress against the Site Plans</li><li>• Support the management of site governance groups with local partners and site team administration</li><li>• Contribute and participate as part of the Our Place site and state-wide teams, sharing best practice and learnings with others and modelling Our Place value in all work</li></ul>	
SKILLS & ABILITIES	
<ul style="list-style-type: none"><li>• Excellent people skills and the ability to work alongside others in a collaborative and constructive manner</li><li>• Genuine interest in improving the well-being and opportunities available to families and communities</li><li>• Strong verbal and written communication skills with ability to adapt to your audience, displaying deep listening and curiosity</li><li>• Ability to negotiate competing interests, influence others without having direct authority over them and to thrive in a fluid environment</li><li>• Project management skills and a 'can do' approach - always seeking better ways to achieve outcomes</li><li>• Aptitude and appreciation of good data, administration and reporting to demonstrate impact and evidence</li></ul>	
EXPERIENCE/ QUALIFICATIONS	
<ul style="list-style-type: none"><li>• Experience working in early years, community development, education sectors or adult learning</li><li>• Experience working in diverse settings, engaging with multiple service providers</li><li>• Qualification in early childhood/community development/education or other relevant qualification</li><li>• Strong administration or experience in project management</li></ul>	

## WORKING CONDITIONS

<b>LEAVE CONDITIONS</b>	The role has minimal activities during school holidays and Community Facilitators are encouraged to take leave during this time. To enable this, the role includes eight weeks of annual leave per year, which is reflected in the total remuneration package for the position.
<b>BENEFITS</b>	<p>Our Place is a not-for-profit organisation and staff are eligible for <a href="#"><u>salary packaging</u></a>.</p> <p>Our Place is committed to being a family friendly and flexible employer. We aim to accommodate staff's need for flexible work arrangements in accordance with Our Place policies.</p> <p>Our Place staff are supported to learn and grow in their roles with regular opportunities for professional development and training as well as access to expert advisers and evidence-based practice.</p>
<b>WORK ENVIRONMENT</b>	The role is performed primarily at the Our Place – Frankston North site. There will also occasionally be a need to travel to meet with local stakeholders and other Our Place staff.
<b>HOURS / SHIFTS</b>	Generally, 7.6 hours per day, five days a week based around school hours on site and the school term.
<b>CHILD SAFETY and COVID SAFETY</b>	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 and must maintain a COVID vaccination status in accordance with Victorian Government directives.