

# POSITION DESCRIPTION



everyone's family

General Information	
Position Title:	Let's Count Facilitator
Function & Team/Program:	Policy & Programs
Location(s):	Various
Manager's Position Title:	National Manager, Implementation and Program Quality – Rebecca Sobczak Business Development Manager, <i>Let's Count</i> – Janey McGoldrick
Date Prepared:	15 <sup>th</sup> July 2015
Prepared By:	Janey McGoldrick & Will O Neill
Approved By:	Rebecca Sobczak

## Purpose of this Position *(In one sentence - why does the role exist?)*

The primary purpose is to deliver The Smith Family's *Let's Count* program to early year's educators, within Learning for Life community at dates and times approved by the national and/or regional program teams.

Possible scope to deliver '*Let's Count at Work*' sessions to employees across a range of corporate partners.

## Scope

- Undertake *Let's Count* training and induction in preparation for community/corporate delivery
- Responsible for delivering *Let's Count* sessions in a constructive, informative manner conducive to encouraging learning
- Adhere to the number of sessions per course that must be delivered according to policy
- Adhere to the number of courses that must be delivered, which will be negotiated annually
- Adhere to the program quality benchmarks outlined in program policy
- Work with local staff to ensure efficient and effective delivery of sessions, including set-up of room, catering if required etc.
- Develop opportunities to build local capacity to embed *Let's Count* learnings within early childhood centres and within the home

## Setting Priorities *(how is work prioritised)*

How often does employee prioritise their own work?  
Eg. Daily, weekly, monthly, annually, other

Commitment to delivering *Let's Count* sessions within agreed timeframes

**Key Relationships** *(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)*

<b>Internal</b>	<ul style="list-style-type: none"> <li>• Program Coordinators</li> <li>• Program Analyst, Implementation</li> <li>• Policy Manager</li> <li>• <i>Let's Count</i> Program Specialist</li> <li>• <i>Let's Count</i> Business Development Manager</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>• Early childhood centre directors and/or school principals</li> <li>• Early childhood educators</li> <li>• Corporate partner Learning and Development and/or Human Resource departments</li> <li>• Corporate partner employees</li> </ul>

**Key Responsibilities / Accountabilities** *(List the major areas from largest % of job to smallest)*

<b>Major Area: <i>Let's Count</i> training delivery</b>	<b>% of Job: 80%</b>
To provide feedback and recommendations on <i>Let's Count</i> to support continuous improvement	
Provide high quality <i>Let's Count</i> training to a range of participants to increase their knowledge, skills and confidence in supporting	
To liaise with regional Smith Family and external staff regarding training logistics	
To distribute and collate program feedback forms and evaluation materials as required	
To contribute to the ongoing development of training content and delivery	
To be an ambassador for The Smith Family and an advocate for our mission and values	
<b>Minor Area: Compliance</b>	<b>% of Job: 20%</b>
Maintain a safe workplace by ensuring adherence to Work, Health and Safety policies and procedures and relevant legislation.	
Ensure compliance with all relevant organisational policies and procedures.	

**Key Challenges in Achieving Goal(s):** *(What are the key challenges faced by this role in meeting goals/objectives)*

<ul style="list-style-type: none"> <li>• Working independently but in an integrated manner with program partners and The Smith Family stakeholders</li> <li>• Facilitating to a diverse group of participants</li> <li>• Need for interstate travel to deliver face to face <i>Let's Count</i> training</li> </ul>
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**Qualifications, Experience and Competencies:** *(What background, knowledge, experience or competencies are required to perform the role at the expected level?)*

	<b>Essential</b>	<b>Desirable</b>
<b>Education / Qualifications / Memberships:</b>	<ul style="list-style-type: none"> <li>• Tertiary qualified (early years/education/social policy or related disciplines)</li> <li>• Training qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Tertiary qualification in Mathematics</li> <li>• TAE Cert IV Training and Assessment</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience delivering professional training to adults</li> <li>• Proven experience in the early years sector</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering training across multiple sectors i.e. corporate, public, not-for-profit</li> <li>• Experience of engaging parents in their child's education and development</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Solid comprehension of early childhood development theory/best practice</li> <li>• Competent in mathematics and its application to early years development</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of The Smith Family work</li> <li>• Understanding/familiarity of the Early Years Framework</li> </ul>
<b>Competencies:</b>	<ul style="list-style-type: none"> <li>• Confidence in facilitating group training and to manage complex group dynamics</li> <li>• Enthusiastic and engaging presentation style</li> <li>• Excellent relationship building, interpersonal and networking skills</li> <li>• Knowledge of Microsoft Office and PowerPoint</li> </ul>	