POSITION DESCRIPTION

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| **General Information** |
| **Position Title:** | **Let’s Count Facilitator** |
| **Function & Team/Program:** | **Policy & Programs** |
| **Location(s):** | **Various communities** |
| **Manager’s Position Title:** | **Programs Facilitator Manager** |
| **Date Prepared:** | **10/12/2020** |
| **Prepared By:** |  **Susan Thompson** |
| **Approved By:** | **Ellie Francis-Brophy** |

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| **Purpose of this Position *(In one sentence - why does the role exist?)*** |
| Deliver The Smith Family’s *Let’s Count* program to early year’s educators, early year’s professionals and parents of young children 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. |

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| **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
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| **Direct Reports to this Position** | **Indirect Reports** |
| By Position Title | Total Number |
| Nil | Nil |
| **Financial Dimensions controlled by this Position *(Include key financial metrics such as revenue growth, income & expense budget, etc)*** |
| **Direct control** | **Indirect control** |
| e.g. Revenue, Operating expenditure, Capital expenditure, etc* n/a
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| **Other Dimensions of this Position** |
| e.g. Number of programs, site responsibility, geographic spread of teamWorking with multiple stakeholders to ensure effective delivery of Let’s Count program. |

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| **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 withinagreed timeframes – per program |

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| **Key Relationships *(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)*** |
| **Internal** | * Program Manager, Early Years
* Program Coordinators, Early Years
* Programs Facilitator Manager
* Program Analyst, Implementation
* Policy Manager
* *Let’s Count* Program Specialist
* *Let’s Count* Business Development Manager
* LfL team who will ensure the local resources of the PC *Learning for Life* team are made available in support of program implementation
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| **External** | * Early childhood centre directors and/or school principals
* Early childhood educators
* Corporate partner Learning and Development and/or Human Resource departments
* Corporate partner employees
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**Every Team Member at The Smith Family:**

* Is expected to uphold The Smith Family Values and Culture;
* Understands and complies with the Child Protection Framework;
* Takes reasonable care for the health and safety of themselves and others;
* Understands and complies with the Workplace, Health and Safety Systems;
* Reports hazards and incidents and participates in risk management as required.

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| **Key Responsibilities / Accountabilities *(List the major areas from largest % of job to smallest)*** |
| **Major Area: *Let’s Count* training delivery** | **% of Job: 80%** |
| To provide feedback and recommendations on *Let’s Count* to support continuous improvement |
| Provide high quality *Let’s Count* training to a range of participants to increase their knowledge, skills andconfidence 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 |
| **Minor Area: Compliance** | **% of Job: 20%** |
| Maintain a safe workplace by ensuring adherence to Work, Health and Safety policies and procedures andrelevant legislation. |
| Ensure compliance with all relevant organisational policies and procedures. |

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| **Key Challenges in Achieving Goal(s): *(What are the key challenges faced by this role in meeting goals/objectives)*** |
| * Working independently but in an integrated manner with program partners and The Smith Family stakeholders
* Facilitating to a diverse group of participants
* Need for interstate travel to deliver face to face *Let’s Count* training
* Delivery of Session plan and related activities in a manner that meets the needs of participants
* On the day time management and problem solving
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| **Qualifications, Experience and Competencies: *(What background, knowledge, experience or competencies are required to perform the role at the expected level?)*** |
| **Education / Qualifications / Memberships:** | **Essential** | **Desirable** |
| * Tertiary qualified (early years/education/social policy or related disciplines)
* Current driver’s license and access to a vehicle.
* Willing to undergo a Working with Children check and National Police Check
 | * Tertiary qualification in Mathematics
* TAE Cert IV Training and Assessment
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| **Experience:** | **Essential** | **Desirable** |
| * Demonstrated experience delivering professional training to adults
* Proven experience in the early years sector
 | * Experience of delivering training across multiple sectors i.e. corporate, public, not-for-profit
* Experience of engaging parents in their child’s education and development
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| **Knowledge:** | * Solid comprehension of early childhood development theory/best practice
* Competent in mathematics and its application to early years development
 | * Knowledge of The Smith Family work
* Understanding/familiarity of the Early Years Framework
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| **Competencies:** | **Essential** | **Desirable** |
| * Confidence in facilitating group training and to manage complex group dynamics
* Enthusiastic and engaging presentation style
* Excellent relationship building, interpersonal and networking skills
* Knowledge of Microsoft Office and PowerPoint
* Event management including effective public speaking skills
* Problem solving skills and ability to think on feet and work independently
* Excellent communication skills with the ability to build professional relationships with key internal and external contacts
* Willingness to seek and apply feedback to improve
* Well-developed organisation and administrative skills and ability to manage time effectively
* Basic skills in Microsoft programs (incl. Powerpoint)
* Willingness to travel up to one hour each way to deliver the program sessions
 | * Understanding of program delivery challenges within community environment
* Knowledge of challenges and needs related to Early Years ..??
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