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 |  |
| **Other Dimensions of this Position** | |
| e.g. Number of programs, site responsibility, geographic spread of team  Working 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 within  agreed 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 |
| **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 |

**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 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 | |
| **Minor Area: Compliance** | **% of Job: 20%** |
| 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. | |

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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 |
| **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 |
| **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 |
| **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 ..?? |