**Casual facilitator position – Certificate I in Basic Financial Literacy**

**The Smith Family**

* **Make a genuine difference to the lives of some of Australia’s most disadvantaged children and their families**

The Smith Family is a national, independent children’s charity helping disadvantaged Australians to get the most out of their education and create better futures for themselves.

**We are currently seeking a casual facilitator to work across our in-school programs in participating schools where our ‘Learning for Life’ students are enrolled. These programs run intermittently throughout the school calendar to classes, as required by the participating schools.**

These programs are evidence based with data-driven continual improvement focused on students’ attendance, advancement, and engagement at school, for better outcomes in the future, breaking the cycle of disadvantage.

A casual Facilitator is required to deliver the **Certificate I in Basic Financial Literacy to Years 10-12** *(facilitators must have a current Certificate IV in Training and Assessment or higher qualifications in Adult Education to deliver this program only).*

The candidate should also indicate if they have experience/skills with the age groups to consider delivering one or more of the following programs, depending on local participating schools’ needs:

* Facilitating engaging sessions to Year 6 students transitioning to secondary school (Passport to Success)
* Increasing Years 4-6 and/or junior secondary students’ knowledge of the world of work, and how these relate to their own interests and strengths (Future Seekers), and other programs.

A casual Facilitator will be responsible for

* Delivering prescribed session content and activities in a manner that is responsive to participant needs and enhances engagement
* Program administration including collecting participant attendance and reporting
* Managing a professional relationship with participants, schools and internal staff according to program and organisational requirements.

It takes a special kind of person to work as a casual facilitator in our programs. The successful candidate will have:

* Demonstrated qualifications and/or experience in the delivery of training programs or classroom-based learning
* A current drivers’ license, access to a reliable and insured vehicle and a willingness to travel up to one hour each way to deliver the program sessions
* Excellent communication skills with the ability to build strong working relationships with people from various backgrounds
* Highly developed organisational and administrative skills with the ability to manage your time effectively
* Commitment to The Smith Family’s Facilitator Quality Standards, informed by existing frameworks including the Australian Professional Standards for Teachers.

Due to the nature of this role, the successful candidate must be prepared to undertake a National Police Check and a Working with Children Check.

Living up to our employment promise, our team members tell us that working for The Smith Family means they have great job flexibility and the ability to work alongside committed, passionate and professional team members whilst engaging in challenging, fulfilling and diverse work. In turn, our team members believe that they offer commitment to our vision, mission and values, and engage in effective collaboration with fellow team members to deliver strong performance outcomes.

If you are passionate about what you do and committed to making a difference, we’d love to hear from you. Please contact us today by sending your resume to Susan Thompson, Programs Facilitator Manager via [**facilitators@thesmithfamily.com.au**](mailto:facilitators@thesmithfamily.com.au)

**\*Please note only shortlisted applicants will be contacted**

**Closing date: \_\_\_\_8 February 2022\_\_\_ (unless a successful candidate is identified sooner)**

We are an equal opportunity employer and are committed to principles of cultural diversity. Applications from people of Aboriginal and Torres Strait Islander descent are encouraged.