



POSITION DESCRIPTION

Position	Facilitator aka Emotional Muscle Builder & Creator of Opportunities
Business	Tomorrow Man & Tomorrow Woman
Reports To	National Program Manager

ABOUT US

We are a learning and development organisation that works in schools, sporting clubs, corporations and communities around Australia supporting:

- girls and women to ignite their voices by giving them the tools to challenge the narrow expectations placed on them so they can live fuller and bolder lives (Tomorrow Woman)
- boys and men to grow their emotional muscle by having the courage to be vulnerable and talk with gravity (Tomorrow Man)

Utilising elite group facilitation and through engaging modern, relevant and directly applicable interventions and content, we empower participants with diverse backgrounds to create change.

We create interactive spaces that build genuine emotional muscle and agility. We do this with an unmatched facilitation style that uses human to human interaction to simulate real life scenarios to build soft skills that are translated directly into the school/workplace and life.

POSITION PURPOSE

The purpose of this role is to deliver powerful interventions Australia wide with men and women of all ages and demographics. This involves not only running workshops and providing input into the creation of new ones, but also extends to partner development, stakeholder and funder management. You will seek to enable participants to think and act independently of conditioning in a way that enables more healthy and fulfilling lives for themselves and those they meet in life.

RESPONSIBILITIES

- Facilitate and deliver full suite of workshops (face-to-face & virtual) Australia wide
- Work with a diverse audience across a broad range of ages and demographics including but not limited to 16 and above adolescents, parents, teachers etc.
- Play an impact development role, which entails booking work as well as developing, maintaining and enhancing relationships with schools, community and partner organisations including major funders and key clients
- Be a responsible and proactive representative of the brand and content, seek to be the embodiment of the content you are delivering
- Create and implement new content for the suite of workshops
- Actively contribute to the Tomorrow Collective culture
- Have a clear and educated point of view on gender issues for our target audience
- Support management of evaluations on programs and ensure information is collected and provided to the relevant managers
- Support with onboarding and training of TW/TM recruits - this may involve shadow training, content training, coaching and debriefing
- On occasion provide debriefing support to TW/TM facilitators regarding content and skill development
- Data entry to maintain clear reporting on the CRM
- Travel and diary management
- Attend supervision with a psychologist every four weeks

TRAVEL

Facilitators are required to travel across metropolitan and regional areas of the State they are based in and at times interstate. As a general guide, a Facilitator will spend 3-4 days per week travelling within metro and is likely to travel regionally / interstate for approximately two weeks per month, being away for 3-4 days at a time. For this reason it is a requirement of the role that team members have access to a vehicle. Work related travel expenses are reimbursed according to our Travel Policy.

IDEALLY YOU HAVE

- Experience facilitating groups of all sizes
- Experience working with a diverse range of stakeholders particularly in schools and community organisations
- Working with Children Check (WWCC)
- Proficiency in G Suite including gmail, google drive and google calendar
- Proficiency in CRM databases - with knowledge in Hubspot being a bonus

WHAT YOU BRING TO THE ROLE

You're a people-person and you love building meaningful relationships

You have an innate social intelligence. Your greatest skill is establishing and cultivating and maintaining strong relationships with all types of people. We exist because of the personal connection and genuine connections we have with our funders, partners and key clients.

You know what you're doing

You can handle just about anything that comes your way when it relates to content development and delivery of experiential workshops.

You're a problem solver and a strategic thinker

You thrive in a small business or start-up environment. You are agile, resilient to change and proactive when you see an issue. You pride yourself on being a leader in these situations and creating or finding solutions.

You're a great communicator

You are an astute listener. You communicate clearly. You write well. You speak eloquently. You can explain just about anything to anyone no matter how unique or difficult the situation and you're comfortable communicating in writing, in person and on the phone.

You're a hard worker and you have team spirit

You thrive in fast-paced environments with people that are constantly looking to innovate, enjoy challenges, and demand excellence. You thrive on new opportunities and aren't afraid to 'get your hands dirty'.

You're passionate about your work and what it means

You have integrity, persistence, patience, and a genuine desire to empower and better the professional lives of those you work alongside. You take ownership of the role and want to grow it to its full potential. You're invested in truly making a difference.

You're a charismatic embodiment of all we stand for

You seek to grow into a human that is congruent with our content and seek out knowledge or growth when you find yourself falling short on the traits we espouse. You are humble in that you don't feel you have all the answers, yet you are determined to chase them and to be a role model for what is possible.