**Position Description**

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**Position Title**

Workshop Facilitator

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**Reports to**

Program Coordinator

*and* *Operations Manager*

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**Location**

Melbourne based

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**Commencement Date**

4 July 2022



**Hours**

Casual

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**Wages**

SCHADS Award

$36.40 per hour

**Workshop Facilitator**

**The Organisation**

We are Fit to Drive: Victoria’s leading road safety education provider for young people and their families. Since 2014, we’ve delivered impactful workshops to over 130,000 young people around Victoria, both face-to-face and online.

At Fit to Drive, our vision is ‘young lives free from road trauma’. Road trauma is the second largest killer of young people after suicide. Youth road trauma is a community problem, it impacts everyone, and needs a whole community response.

Each day we send highly trained passionate young people into schools and community settings – face to face or online – to empower actions and promote a safe road culture to save young lives and prevent injuries on our roads.

At the F2D Year 11 Workshops the facilitators don't tell, lecture or judge. The workshops are fun, positive, and structured, aiming to spark real conversations about the issues that really matter most to young people on the roads.

**Our Purpose**

Fit to Drive remains as a community-driven effort in providing proactive road safety education to save lives and prevent injuries on Victorian roads. We do this by:

* Empowering young people and families to keep each other safe on the roads
* Building relationships with others who share our vision of a future free from road trauma for young people
* Promoting a road safety culture in every community we reach
* Providing thought and action leadership on road safety

**Our Unique Position**

* We empower positive actions by showing instead of “telling”
* We recognise that young people have the capacity to make positive choices
* We use positive psychology and research-based best practices in road safety education
* We employ a near-peer facilitator model
* We collaborate with others, within their community

**Our Values**

* We empower young people to keep each other safe
* We connect and engage with our communities
* We are ‘thought leaders’ and ‘action leaders’ in road safety for young people
* We listen and reflect
* We put trust, respect, and integrity at the heart of everything we do

**The Position**

The Fit to Drive Foundation’s Workshop Facilitators are responsible for the on-the-ground facilitation of the Foundation’s preventative road safety education programs in schools, at other education providers, and in communities both face-to-face and online. You will be primarily facilitating our flagship program, the F2D Year 11 Workshop. We are looking for young people who have the ability to relate to diverse audiences of young people and engage them in dynamic, safe conversations. In the F2D Year 11 Workshop, Facilitators lead a class of students in scripted activities and discussions to inspire safer choices on our roads. We offer training in facilitation and provide opportunities to extend your road safety knowledge. If you already have experience working with young people and a proven passion for road safety, this will be an advantage.

**Core Responsibilities**

* Develop and maintain a comprehensive understanding of the Foundation’s workshop content, including the [Victorian Road Safety Strategy 2021-2030](http://www.tac.vic.gov.au/road-safety/victorian-road-safety/victorian-road-safety-strategy-2021-2030)
* Work closely with the Education Coordinator – Development and Training, to build and refine exceptional facilitation skills through individual and group training sessions, conducted face-to-face and online
* Facilitate the Foundation’s workshops, primarily the F2D Year 11 Workshop, to maximise engagement while meeting key messages and program outcomes
* Understand the Foundation’s mission and values, and represent them professionally
* Adhere to all the Foundation’s policies and processes to ensure the safety and quality of workshops
* Display positive role modelling and social leadership behaviours

**Essential Selection Criteria (Required)**

We welcome applications that demonstrate the following skills and criteria, whether that be in a professional or volunteer capacity, or through lived experience:

* Strong passion and commitment to youth issues and road safety through community contribution, role modelling, listening, learning and/or taking action
* Highly developed organisational skills and an enthusiasm for seeing a project through from start to finish
* Demonstrated ability working with and/or engaging young people
* Demonstrated ability to adapt communication in different contexts
* Demonstrated ability to thrive both independently and as part of a team
* Demonstrated ability to receive and action feedback
* Flexible availability during peak periods
* Current Working With Children’s Check – Employee (or the ability to apply for one)
* COVID-19 Vaccination Certificate (or Exemption)

**Desirable**

* Experience in public speaking, facilitating, or performing to large audiences, face-to-face and/or online
* Qualification (or working towards) or relevant experience in areas such as: Youth Work, Health Promotion, Community Development, Psychology, Education and Teaching
* An understanding of facilitation techniques to maximise youth engagement
* Current Australian drivers’ licence would be an advantage

**Application Process**

Email your application to applications@fittodrive.org.au

(Subject line: Workshop Facilitator Your Name via “insert where you saw the job advertised”)

* **8pm Thursday 23 June** – Applications close
* Friday 24 June 2022 – Unsuccessful applicants notified via email
* Friday 24 June 2022 – Interviewees contacted, and Interview times arranged
* **Monday 27 to Thursday 30 June** – Interviews held online
* **Monday 4 July AND Wednesday 6 July 2022** - Successful candidates will be required to attend compulsory in-person training (details to follow)

Your application **must** include:

* Your CV (one page)
* Your responses to the Selection Criteria above (1 page). Dot points are fine but remember this is your chance to tell us how great you are!
* A 1-2 min video link via whichever platform you are most comfortable with, filmed on your phone or laptop, answering the following:
* Who you are and why you’d be great for this role - feel free to get creative!
* Without using scare tactics, how do you think you can get a group of Year 11s interested in being a safe road user?

Here’s a [handy tutorial](https://www.youtube.com/watch?v=klVWGHtRTuE) if you’d like to upload your video to YouTube (if you make your video ‘unlisted', only people with the link will be able to watch it!)

**Important Notes**

The Foundation comply with relevant Commonwealth, State and/or local government legislation, which has direct or indirect implications for the Foundation including but not limited to:

* Commonwealth Racial Discrimination Act 1975
* Commonwealth Sex Discrimination Act 1984
* Disability Discrimination Act 1992
* Equal Opportunity Act 2010

The Foundation operates in compliance with relevant sections of the:

* Privacy Act 2014
* Crimes Act 1958
* Freedom of Information Act 1982

The Foundation respects the privacy of individuals and handles personal information in compliance with National Privacy Principles. Your personal information will be destroyed when no longer required.

The Fit to Drive Foundation is committed to fostering an inclusive and respectful workplace. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, LGBTQIA+ people and those with a disability. If you have questions around the accessibility of the role, please get in touch!