



Role: New England Head Facilitator, School Engagement & School Program Coordinator

20/09/2023

ABOUT CREATING CHANCES

Youth is a key transition period in a person's life. There are more than 3.2 million young people in Australia navigating this transition period. They care about equity, discrimination, mental health and the environment, and more than 60% play sports. The health and wellbeing of young people can influence how likely they are to achieve better educational outcomes, make a successful transition into full-time work, and develop healthy adult lifestyles.

Creating Chances (CC) is a for-purpose social enterprise delivering an evidence-based positive youth development pathway using sport. We develop social and emotional learning, leadership, enterprise, and future-ready outcomes so young people are equipped for the opportunities and challenges of life.

Since 2014, Creating Chances has grown extremely quickly across Sydney, the Central Coast, the Illawarra, Armidale, Tamworth and regional NSW. Alongside hundreds of school, community and private sector partners we create chances for youth by connecting ideas, creating ripples and bringing out the best in ourselves and others.

ABOUT THE ROLE

The New England Head Facilitator, School Engagement & School Program Coordinator is responsible for overseeing the overall quality and delivery of the Creating Chances program. This includes planning and administrative tasks with facilitation teams and educators, ensuring safe practice, delivering high quality and engaging workshops and sport sessions, managing student engagement, and leading and inspiring other facilitators.

Additional responsibilities to this role include school and community engagement throughout the Armidale and Tamworth region. You may be involved in connecting ideas to create new activities, support facilitator training and work alongside our partners to achieve great opportunities and outcomes for young people.

SPECIFICS

- This role is in Armidale, Tamworth and surroundings in the New England region.
- It is a Permanent Full Time role, 38 hours/week.
- We line up with the SCHADS Award: <http://awardviewer.fwo.gov.au/award/show/MA000100>
- This role is supervised by a Facilitator Leader and our Programs Coordinator.
- The role's Primary Manager is the Facilitator Manager, for ensuring all HR processes such as professional development, certifications, and development are effectively completed including within our systems.
- Starting ASAP

YOUR TASKS

Your primary roles and responsibilities include:

Head Facilitation

- Planning and preparing all of the content and delivery of the sessions according to the needs of the group. Organising all resources required for the session, including printing activity sheets, procuring equipment. Communicating and rehearsing the session with your facilitation team, and allocating tasks.
- Adherence to Creating Chances' recordkeeping policies and procedures, including the distribution and collection of registration forms, online attendance, program surveys, evaluation sheets, and completing post-program Head Facilitator reports.
- Communicating with Creating Chances Program Coordinator, Facilitator Manager and School teacher coordinators after the program is set up regarding any concerns, highlights, challenges, or cancellations. Ensure the program is adequately documented through capturing photos, feedback and observations.
- Community and School Engagement, including stakeholder communication and CRM Administration.

Community and School Engagement

- The effective presentation and promotion of the Creating Chances pathway programs, the organisation and partnership opportunities to local stakeholders across the education, youth and community sectors, including developing and distributing program proposals and promotional documentation with support from the School and Community Engagement team.
- Arrange and schedule meetings on behalf of the School and Community Engagement team with potential and current partners, and attend stakeholder community and education meetings when appropriate.
- Effective tracking of proposals and agreements through the Creating Chances CRM, attending regular School and Community Engagement team meetings.

School Program Coordination

- Effectively plan the logistics of programs and ensure appropriate communication is maintained between all relevant stakeholders.
- Ensure programs are planned and implemented according to Creating Chances' mission and mutual objectives with stakeholders.
- Work closely with the Education Engagement and Operations team to schedule school programs on a termly basis.
- Allocate facilitators and communicate scheduling effectively to all relevant stakeholders in a timely manner.

Child Safeguarding & Workplace Health and Safety

- Uphold and comply with Creating Chances child safeguarding and workplace health and safety, and bullying and harassment prevention policies and procedures
- Adhere to appropriate reporting procedures with regards to disclosures, complaints, and incidences.

YOUR PROFILE

You have a minimum of a Bachelor's degree in community or social work, education, sport management or related areas, and at least 2 years experience coaching and working with children and young people from diverse backgrounds (ages 8-25 years) as a teacher, coach, youth worker or equivalent. You'll also have an interest in sports coaching, with at least a Level 1 Sports Qualification, or a desire to attain one.

You'll be a positive role model and relationship builder, especially with colleagues and young people, and in a group setting. You'll be organised, able to work remotely, prioritise and manage your time to achieve desired outcomes, and be savvy online using Google Docs and Google Drive, Canva and Microsoft, and regularly communicating with the team on Slack.

You'll be adaptable and self-motivated, taking advantage of emerging opportunities, and adapt procedures to address what is most important in the moment. You'll thrive working with - and leading - others in a spirit of trust and collaboration, and demonstrate cultural humility in listening to, learning and respecting different beliefs, customs and values across our team and the young people we serve.

OUR OFFER

- Become part of a mission to create chances for all young people in Australia, to connect ideas across sectors, and to create ripples in young lives every day.
- Lead a motivating work culture with highly talented colleagues and peers and unique personal development opportunities within an internationally recognised social enterprise achieving outcomes in sport, education, health and wellbeing.
- Play your part in the Creating Chances Youth Development Pathway, supporting children and young people from Primary School into Employment.
- Contribute to a workplace that prioritises safety for all staff, children and young people, and volunteers through robust policy and systems, training and compliance. Pre-employment checks ensure that all staff:
 - Must have a Paid Working with Children Check (WWC)
 - Must have a valid First Aid and CPR
 - Must have Right to Work Documentation
 - Must provide 100 points ID
 - Must provide a COVID Digital Vaccination Certificate
- Enjoy flexible working arrangements, access to a centrally located hot-desk office space, generous annual leave, salary packaging, a recognition program and other great features to enable an optimal balance between work and personal life. We prioritise a mentally healthy workplace.
- Make a full-time position in Armidale or Tamworth your own with attractive conditions. This isn't a 9-5 office job!
- Join a beautifully diverse team of more than 30 nationalities and 45 languages, that implements a strong focus on diversity, inclusion, gender equity across all our operations.

POLICY EXPECTATIONS

All of Creating Chances policies are stored in Employment Hero and require full review and acceptance. This includes, but is not limited to, our Child Safeguarding Policy.

Creating Chances drives a child safe culture across the organisation.

Our policies exist to promote and ensure the wellbeing of the children and young people taking part in all Creating Chances Programs, Events, and Activities as well as ensuring the well-being of staff and volunteers. Our policies ensure that all those responsible for the welfare of young people:

- Understand their duty of care and responsibilities
- Are suitably recruited, selected, and trained to fulfil these
- Understand the procedures for responding to concerns about the welfare of the young person
- Can act on these appropriately and effectively

All Creating Chances staff must comply with our Children Safeguarding and Workplace Health and Safety obligations.

HOW TO APPLY

Upload your CV and a 1-page Expression of Interest addressing the Selection Criteria to the following online form: <https://bit.ly/3oujmya>

Your application will be screened against the position-specific criteria and suitable, qualified candidates will be invited to progress to an interview. Creating Chances is an equal opportunities employer and strongly committed to diversity, equity, inclusion and building a multicultural environment. We encourage applications from all suitably qualified and experienced people!

The deadline for applications is Friday 6 October.