



Position Description

Position Title	Social Cohesion & Belonging Lead Facilitator
Portfolio	Children, Youth and Inclusion
Area	Inclusion
Reports To	Program Manager, Cross-Cultural

Organisation Purpose

Our vision at the Brotherhood of St. Laurence (BSL) is an Australia free of poverty. Our purpose is to advance a fairer Australia through our leadership on policy reform, our partnerships with communities, and the quality of our services.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, industry and communities to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our services that support financial wellbeing. We research the causes and effects of poverty and connect research, practice and policy to advocate national, state and local policy responses to poverty.

BSL values diversity and inclusion with regard to our staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all people to be supported, respected, safe and empowered.

Portfolio Purpose

BSL's work recognises the multidimensional nature of poverty, and the need for systems change to improve social, economic and civic inclusion. We work to improve inclusion across the life course, from the early years to aged care, through direct service delivery, community engagement, research, and policy advocacy. Our practice is grounded in the Capabilities Approach. We support people, families and communities to build capability, confidence, resilience and connection – through our leadership on policy reform, evidence-based research, partnerships with

communities and the quality of our services. We draw on the expertise of lived experience advocates in understanding the compounding effects of inequality, poverty, and discrimination on people, communities and institutions.

Children, Youth and Inclusion is a diverse service delivery division in BSL. The division is typically made up of small to medium size operational activities aimed at providing services to children, families, young people and adults. The division is required to operate in a flexible and agile way to lead change and influence systems and responds to the external political and service sector environment offering new practice, service design and policy solutions to influence lasting change. All programs in the division must have a systemic change ambition beyond the service delivery.

Area Purpose

BSL's Inclusion strategy work individual and families to expand their capabilities, skills and access to support their financial capability. Our work is located in place and in partnership to enable inclusion and voice as central levers to our practice, evaluation and reform.

The consultancy is strategically positioned to increase cultural responsiveness in the early years sector in partnership with the Department of education and training. The consultancy also provides cultural responsiveness training across the community sector, supporting organisations and service providers to create and deliver inclusive equitable services and workplaces. With the aim of creating cultural transformation through evidenced theory, self-reflection practice and strategies.

The training developed and provided is interactive and engaging with an integrated psycho-social-wellness model, that builds containers of caretaking to support participants into courageous spaces of learning and dialogue. The Facilitators are skilled and experienced practitioners who draw on their years of professional experience and diverse backgrounds. They aim to challenge as well as inspire curiosity so to build upon a social justice journey of growth and change for our community of learners.

Position Purpose

The role of the Social Cohesion & Belonging Lead Facilitator is to deliver high quality culturally responsive and socially inclusive training sessions (face to face and virtual) to teams and groups, inclusive of individual consultation and coaching and contribute to the strategic objectives of the consultancy. The role balances both the relational and strategic dimensions of the work - building safe, engaging learning experiences while contributing to the consultancy's growth, design and direction. As the consultancy's scope expands into social cohesion and belonging, the role develops and delivers training across a broadening range of inclusion topics. The consultancy works across the Business, Government, Community sector and Education to

improve their cultural responsiveness, increases belonging and connection, along with cultural safety at the centre and inclusive engagement local communities.

Key Responsibilities

Team Contribution and Accountability

- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to the Brotherhood's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- Provide coaching and learning support to co-facilitators and team members
- In collaboration with the Program Manager, Cross-Cultural, set goals and objectives to ensure outcomes are met including budget and revenue targets
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures
- This position will require direct/indirect contact with children and/or vulnerable individuals
- Other duties as required

Training content development, preparation and delivery

- Research, develop and deliver training content and presentations in collaboration with team members, incorporating learning outcomes, resources, current research, casework trends and participant feedback, while applying adult learning principles
- Apply learning design principles to develop, structure and sequence training content and learner materials across a range of inclusion topics, ensuring sessions are engaging, accessible and outcomes focused
- Dedicate time to familiarise with content and facilitation strategies, inclusive of preparation for session deliveries
- Develop, adapt and tailor key resources and materials as per client requirements, sector, service and client learning needs
- Review existing and new modules to inform and improve training content, with a team co-designing approach and updating materials as required
- Attend and contribute to training briefings and debriefings with program manager and co-facilitators, reflecting on practice, challenges and theoretical underpinnings
- Guide, coach and encourage learners to achieve desired learning outcomes

Consultancy Development

- Undertake consultancy projects and lead defined project tasks as requested, supporting effective delivery and coordination
- Develop project plans and monitor key milestones for projects or resource development
- Contribute to the development and preparation of client proposals, costing and program promotion materials, in collaboration with the Program Manager
- Undertake research and stakeholder consultations, analyse key findings, and translate insights into clear, evidence-based recommendations
- Provide expert advice and make recommendations to build cultural responsiveness and social cohesion practice
- Contribute to the strategic development of the consultancy's offering, including the design of new training topics and approaches as scope expands into social cohesion and belonging
- Complete relevant data collection, analysis, and evaluation tools for continuous improvement and reporting
- Contribute to consultancy proposals, monitoring and reporting requirements. Such training proposals, analysis and presentation of evaluation data, design training reports with findings and recommendations for client teams and or organisations

Training Co-Facilitation, Stakeholder management and Administration

- Facilitate, collaborate and plan training sessions with co-facilitators and program managers
- Liaise and support administration role to manage enquiries, coordinate training session requirements such as venues, catering, materials
- Develop and maintain positive working relationships within BSL and with clients and external stakeholders
- Regularly update procedure manuals, training calendars, project progress boards, and client services processes

Multi-Skilling

- The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent's competence and training as directed by the manager

Scope of Responsibility

Direct Reports:

- N/A

Indirect Reports:

- N/A

Organisational Relationships

Internal Stakeholders:

- Community Youth and Inclusion Programs, Shared Services

External Stakeholders:

- Government Departments, Companies and Corporations, Not for Profit, Local Government, Kindergartens and Childcare services

Key Selection Criteria

Career Experience:

- Demonstrated knowledge and understanding of the impacts of colonialisation, racialisation, systems of domination and social exclusion. Practiced and/or experiential understanding of the impacts of forced migrations on people and settlement challenges.
- Knowledge of social cohesion, belonging and inclusion — the drivers of connection and exclusion across diverse communities and workplaces, and approaches to strengthening belonging.
- Knowledge of adult learning principles and learning design — structuring and sequencing training content for engagement, accessibility and learning outcomes.
- Understanding of trauma-informed and psychologically safe facilitation practice, supporting participants into courageous, reflective learning spaces.
- Research and presenting skills arising from work in a community services sector, for instances working primarily or intersectionally with refugee and migrant background communities, older people, younger people and those with disability (ies).
- Skilled in using Canva and PowerPoint to design visually engaging and accessible content for training and presentation delivery.

- The ability to articulate knowledge, develop content and undertake research, alongside the capacity to foster learning and development in others through facilitation and coaching.
- Recent industry experience (minimum 5 years) relevant to the area of training delivery.
- Excellent interpersonal and verbal communication skills to work collaboratively and effectively with a broad range of sectors and people from various cultural and socio-economic backgrounds.
- Own transport - A current Victorian Driver's License (or the ability to get to various locations reliably for training delivery).

Personal Qualities:

- Understanding of cultural responsiveness and empathy, in line with the values and ideals of the Brotherhood.
- A commitment to maintaining and supporting child safety, equity, inclusion, and cultural safety
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/Other:

- Qualifications relevant and current to the areas of training delivery
- Certificate IV in Training and Assessment or equivalent relevant experience
- A qualification in a relevant field, education, teaching, social work, youth work, community development, psychology or a related discipline, or equivalent professional and/or lived experience.
- Certificate IV in Training and Assessment (or willingness to obtain), or demonstrated facilitation and adult learning experience.

Mandatory Employment Criteria

- Specific work requirements include weekend work, evening shifts, public holidays, work-based travel, after hours on call, attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. BSL will support successful candidates in this process
- A Working with Children Check is required for this position. BSL will support successful candidates in this process

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur, and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.