



everyone's family

Passport to Success Facilitator POSITION DESCRIPTION

General Information	
Position Title:	Passport to Success Facilitator
Function & Team/Program:	Policy and Programs
Location(s):	Various communities
Manager's Position Title:	Programs Facilitator Manager
Manager's Name:	Susan Thompson
Date Prepared:	2 Nov 2020
Prepared By:	Susan Thompson
Approved By:	Angela Speck

Primary Purpose of this Position <i>(In one sentence - why does the role exist?)</i>
Deliver the <i>Passport to Success</i> sessions to students at dates and times approved by the Analyst, Program Implementation, for the program.

Scope	
Responsible for delivering the Passport sessions in a constructive, informative manner conducive to encouraging learning Adhere to the number of sessions per course that must be delivered according to policy Participate in train the trainer training – may be out of state. Work with school and local TSF team to ensure efficient and effective delivery of sessions Complete all administration and reporting requirements of the program in a timely manner Participate in regular communication with Analyst, Program Implementation and Program Coordinator as needed	
Direct Reports to this Position	Indirect Reports
By Position Title	Total Number
Nil	Nil
Financial Dimensions controlled by this Position <i>(Include key financial metrics such as revenue growth, income & expense budget, etc)</i>	
Direct control	Indirect control
e.g. Revenue, Operating expenditure, Capital expenditure, etc - Nil	- Nil
Other Dimensions of this Position	
e.g. Number of programs, site responsibility, geographic spread of team Work with class teacher/school to ensure efficient and effective delivery of sessions, including set-up of room re WHS, behaviour management expectations, student engagement in activities etc. Other duties as required	

Setting Priorities <i>(how is work prioritised)</i>	
How often does employee prioritise their own work?	Weekly

Eg. Daily, weekly, monthly, annually, other	
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other	Nil

Key Relationships <i>(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)</i>	
Internal	- Programs Facilitator Manager - Analyst, Program Implementation - Program Coordinator Learning for Life (LFL) and Team Leader who will ensure the local resources of the PC LFL team are made available in support of quality program implementation
External	- School contact - Classroom teacher/supervisor

Key Decision Making in this Role <i>(What are the key decisions and recommendations made in this role?)</i>
Decisions Expected Delivery of Session plan and related activities in a manner that meets the needs of participants
Recommendations Expected - Input into Program Review cycle to assess opportunities for program improvements

Every Team Member at The Smith Family:

- Is expected to uphold The Smith Family Values and Culture;
- Understands and complies with the Child Protection Framework;
- Takes reasonable care for the health and safety of themselves and others;
- Understands and complies with the Workplace, Health and Safety Systems;
- Reports hazards and incidents and participates in risk management as required.

Key Responsibilities / Accountabilities <i>(List the major areas from largest % of job to smallest)</i>	
Major Area: Program Delivery	% of Job: 80%
Provide high quality instruction by applying program content to school students moving to middle/secondary school.	
Deliver session plans and activities in a manner that is responsive to participants needs and enhances engagement.	
Manage a professional relationship with participants and the school in a dynamic environment according to the program requirements	
Complete all administration and reporting/debriefing , including post program feedback surveys, as required	
Deliver content utilising computer/electronic and hardcopy resources	
Participate in training as required	
Deliver sessions in accordance with the Facilitator Quality Standards - see attachment (6 standards and what they mean)	
Major Area: Administration	% of Job: 20%

Program administration including recording participant attendance at each session, collecting the end of program surveys and all administrative reporting as required by Analyst, Program Implementation and Program Coordinator.

Key Challenges in Achieving Goal(s): *(What are the key challenges faced by this role in meeting goals/objectives)*

- Ensure that Passport to Success is being delivered in a professional manner
- Providing ongoing support and encouragement in ways which will empower students to implement the learnings from these lessons
- Managing a professional relationship with participants and the school according to the program requirements
- Working independently but in an integrated manner with program partners and The Smith Family stakeholders
- Facilitating to a diverse group of participants.

Qualifications, Experience and Competencies: *(What background, knowledge, experience or competencies are required to perform the role at the expected level?)*

	Essential	Desirable
Education / Qualifications / Memberships:	• Demonstration of relevant experience in delivering training • Current driver's license and access to a vehicle. • Willing to undergo a Working with Children check and National Police Check	• Supply evidence of relevant qualifications
Experience:	• Experience facilitating to children and young people	• Experience working with children and young people from low socio-economic backgrounds • School based teaching/training
Competencies:	• Excellent communication skills with the ability to build professional relationships with key internal and external contacts • Willingness to seek and apply constructive feedback to improve • Well-developed organisational and administrative skills and ability to manage time effectively. • Basic skills in Microsoft programs (incl. PowerPoint) • Willingness to travel up to one hour each way to deliver the program sessions	• Understanding of program delivery challenges within school environment • Knowledge of challenges and needs related to student move to secondary school