

# Position Description



<b>Title</b>	Communities for Children Program Facilitator
<b>Business Unit</b>	East Victoria, Gippsland, Community Development
<b>Location</b>	49 McCulloch Street, Bairnsdale
<b>Employment type</b>	Maximum Term (to 30 June 2021), full time (38 hours per week)
<b>Reports to</b>	Community Development Coordinator

## 1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

Approved by: (position [see delegations of authority policy])	Page 1 of 6	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

## Position description

### Communities for Children Program Facilitator

---

#### 2. Position purpose

Uniting is the Facilitating Partner of the Communities for Children program in East Gippsland. This program is funded by the Commonwealth Government, Department of Social Services. The program takes a community development approach to strengthening children and families with a focus on the most vulnerable and disadvantaged children and families. The program operates on a brokerage model where Uniting is the broker agency. The Program Facilitator applies community development principles to effectively operate the Communities for Children program.

The person has a key role with communities, individuals and other agencies in:

- creating and maintain partnerships and established relationships
  - consultation, planning and collaboration
  - supporting communities, individuals and agencies through facilitation and coordination
  - ensuring a Uniting presence in local networks
  - understanding the unique nature of each community and bringing communities and services together around identified needs
  - identifying champions in communities to enhance participation in the community and decision making
  - work with communities, individuals and agencies to develop and establish an evidence base for innovative solutions
  - building on the strengths, skills and organisational capacities of communities
- 

#### 3. Scope

**Budget:**

nil

**People:**

nil

---

#### 4. Relationships

**Internal:**

- Communities for Children LINKS Worker
- Community Development Coordinator
- Community Development and Out of Home Care Manager

**External**

- Commonwealth Department of Social Services Funding Arrangement Manager

Approved by: (position [see delegations of authority policy])	Page 2 of 6	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

# Position description

## Communities for Children Program Facilitator

- Other local relevant agencies and networks

### 5. Key responsibility areas

The primary responsibilities of the Communities for Children Program Facilitator, carried out using a community development approach, are:

#### Program development

- Facilitate consultation and planning as required to ensure community needs are identified and responded to with a focus on the most vulnerable and disadvantaged children and their families
- Facilitate and support planning, regular review and evaluation in line with the Uniting Strategic Plan and funders requirements
- Actively contribute to gaining client feedback and incorporating client voice into program planning and evaluation
- Engage external professionals to support consultation, planning, monitoring and/or evaluation as required

#### Program delivery

- Ensure operational delivery of Communities for Children in East Gippsland to meet the deliverables of the program
- Ensure reports, financial adqittals and evaluations are completed in a timely manner and in line with funding requirements
- Ensure data entry into DEX is completed in a timely manner
- Maintain communication with the allocated funder representative
- Maintain relationships, provide support and information and monitor contracts with external Community Partners
- Facilitate the Communities for Children Advisory Group
- Ensure all program activities are operated in line with relevant legislative and sector standards
- Actively engage in and/or facilitate relevant partnerships, networks and meetings to advocate for vulnerable children and families, facilitate links and engagement between services and families and represent Uniting in a positive manner

#### Administration and finance

- Use Coupa to order and process invoices
- Track expenditure to budget
- Effectively use computers for word processing, spreadsheets, data entry and promotional materials

Approved by: (position [see delegations of authority policy])	Page 3 of 6	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

# Position description

## Communities for Children Program Facilitator

### Quality and risk

- Ensure compliance with the grant agreement requirements and guidelines
- Promptly advise the line manager of any perceived risks or incidents
- Maintain data and records and provide reports in a timely manner
- Track compliance with targets, invoices and reporting requirements

### People and teams

- Participate in regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team participation and the highest level of professional conduct in alignment with Uniting's values

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position

Approved by: (position [see delegations of authority policy])	Page 4 of 6	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

## Position description

### Communities for Children Program Facilitator

---

#### 6. Person specification

##### Qualifications

- An appropriate tertiary and/or post graduate qualification and/or relevant experience in Community Development, Social Work, Human Services or local government sector
- Satisfactory National police check and Victorian Working with Children Check
- Current Victorian Driver's license

##### Experience

- Demonstrated project management experience and knowledge of issues facing vulnerable individuals, families and communities (eg family violence, mental illness)
- Experience in using a community development approach
- Well developed written and verbal communication skills that have demonstrated advocacy, networking and facilitation outcomes

##### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
  - Demonstrated ability to work using a strengths based, outcome focused community development model
  - Demonstrated ability to manage projects, including collaboration, planning, working with key stakeholders, reporting and evaluation
  - Demonstrated ability to communicate, liaise with and listen to community, individuals and agencies
  - Demonstrated ability to effectively use computers at a moderate skill level
  - Demonstrated written and verbal communication skills including report writing
  - Demonstrated ability to work as part of a team and independently
- 

#### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

Approved by: (position [see delegations of authority policy])	Page 5 of 6	Division: People and Culture
Date Approved: <Date>	Printed copies of this document are not controlled.	Next Review Date: <Date>

# Position description



## Communities for Children Program Facilitator

---

### 8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		