



Application for the Position of Youth Trainer/Facilitator

Thank you for your interest in applying for a Youth Trainer/Facilitator position based in Alice Springs. If successful in your application, you will be joining a newly opened CREATE office as a result of entering an exciting phase of growth and consolidation.

Nationally and in the NT, CREATE Foundation has major opportunities to input into systemic change, which will have significant impact on children and young people in care. The Youth Trainer/Facilitator roles will be part of a dynamic centre team with a great reputation in the community and out of home care sector.

The role is Part Time 12 month contract with the option to ongoing employment dependent upon funding.

If you wish to apply for this role, please adhere to the following checklist:

- Read the CREATE Foundation Briefing Pack
- Read the role profiles for the position of State Coordinator
- Send through a current copy of your resume (no more than 3 pages) and a cover letter
- Explore our website - www.create.org.au
- Send all documentation via:

Email: Rose Kouchak

hr@create.org.au

Post: CREATE Foundation

Level 6

280 Pitt Street

Sydney, 2000

- If you have any questions regarding the role and/or the remuneration package contact Rose Kouchak on 02 9267 1999.
- **Ensure that your application has reached CREATE by COB 1 March 2012.**



Job Description

Position Title:	Youth Trainer/Facilitator
Reports to:	Catherine Collier, NT State Coordinator
Location:	Alice Springs, NT
Status	Part time, fixed term (12 month) contract with the option to ongoing employment dependent upon funding.
Salary	\$ 40-45K (FTE) + Superannuation + generous salary sacrificing benefit + Remote Living Allowance (pro rata) + Training and Development.
Hours	22.8 hour work week - inclusive of occasional weekend /after hours work, travel.

Position Statement

Primary Purpose of the Community Facilitator:

A CREATE Youth Trainer/Facilitator directly delivers CREATE programs and services to Children and Young People with a Care Experience. They inspire connection, empowerment and change through fun and creative events to strengthen their peer and community networks and relationships for their future.

Position Context and specific job requirements:

This Youth Trainer/Facilitator position is in direct service provision and advocacy for children and young people.

Your role will include but is not limited to: Providing Young Consultants training, Youth Advisory Group events and a variety of connection activities.

Undertaking community development phase, sourcing funding and community sponsorship of programs and providing ongoing coordination, support and training for a community based support and delivery team for the duration of the programs.

The Youth Trainer/Facilitator position also includes building and maintaining strong local networks committed to improving the lives of children and young people in care.

Key responsibilities

1. Program(s) Delivery

- Take the lead responsibility to recruit potential program(s) participants.
- Coordinate program(s) information sessions for agencies, services and government department partners and young people.
- Oversee all aspects of the program(s) delivery, including logistics, resources and administration.
- Identify and manage potential program(s) risks. This includes regular monitoring of young people and group dynamics. Coordinate delivery of the Program(s) with relevant agencies and services, including direct facilitation and training where appropriate.
- Evaluate the program(s) sessions and overall effectiveness of the program(s).

Project Management

- Scope the Project(s) timelines and deliverables.
- Adhere to the program(s) budget.
- Adapt the program to suit the Northern Territory context in consultation with the Program(s) Development Manager.
- Deliver modules as per the training manual.

Relationship Management

- Develop and maintain relationships with key program(s) and community stakeholders.
- Model the key organisational values of participation, partnership, collaboration and learning.

State Centre Responsibilities

- Participate in regular State Team Meetings.
- Support State activities as identified by the State Coordinator.
- Participate in the development and distribution of CREATE promotional material (with the Marketing and Communications Coordinator) and flyers to children and young people and sector contacts.

Operational Requirements

1. Reporting

This position reports directly to the State Coordinator.

2. Budgeting

The Program budgets are to be adhered to in accordance with organisational financial policy and processes.

3. Key Relationships & Management

Internal

- State Coordinator
- Operations Manager

External

- Department for Child Protection
- Sector partners

4. Organisational Citizenship and Teamwork

- Demonstrate an active, dedicated commitment to the CREATE Mission, Vision and Core Principles.
- Actively seek to understand, represent and support CREATE's vision, strategic direction and company position to all stakeholders, internally and externally.
- Ensure a high level of confidentiality and integrity; liaise with stakeholders in a professional, respectful and constructive manner.
- Actively contribute to an environment of personal and physical safety for all staff, visitors and young people (incorporating company guidelines including OHS, discrimination and harassment, etc).
- Participate in national CREATE initiatives, projects and events.

Key Result Areas

- Meet all program specifications and requirements.
- Increase levels of participation of children and young people in care with CREATE through participation in the CREATE programs
- Evaluate the programs.
- Adhere to the program budgets.



Selection Criteria

Please address all criteria (maximum four pages in total)

1. High level of experience in delivering/facilitating experiential based training programs.
2. Experience working with children and / or young people, and an understanding of the out-of-home care system.
3. Demonstrated ability to manage, facilitate, promote and evaluate programs and events for Young People including workshops, training and community programs;
4. Sound knowledge of sector policy processes and how they influence change;
5. Demonstrated high level of oral, written and interpersonal communication skills including conflict resolution, and problem solving.
6. Demonstrated ability to manage time effectively and to prioritize workload.