



Facilitator

Key Position Information	
Job Title:	Facilitator
Business Unit:	Learning and Development Centre
Location:	Sydney, NSW
Reports to:	Manager, Learning and Development Centre
Status:	Fixed Term, Part time (14 hours / per week)
Level:	SCHADS Level 4
Direct Reports	Nil

About AbSec
<p>AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.</p> <p>AbSec Learning and Development Centre (AbSec LDC), is a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.</p> <p>Our Vision Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.</p> <p>AbSec Principles</p> <ul style="list-style-type: none"> ▪ Acknowledgement and respect – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action ▪ Professionalism and integrity – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports ▪ Self-determination – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do ▪ Independence and solutions focused – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them ▪ Transparency and commitment – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

Role Purpose
The Facilitator will ensure effective and efficient delivery of the AbSec Learning and Development Centre Workshops and input in relation to the development of additional cultural programs. Duties of the role

include pre-program preparation, workshop facilitation, evaluation, continuous improvement, identifying and promoting training, maintaining databases and reporting.

Position Requirements

- Aboriginality with a demonstrated understanding of the issues facing Aboriginal sector and delivery of quality services to meet outcomes for clients in a sustainable and viable way.
- Degree/qualifications in relevant field, or at least two (2) years' experience in a facilitator role with a strong history of education/training.
- Highly developed facilitation, communication, organisation and planning skills.

Function	Accountabilities
Operational	<ul style="list-style-type: none"> ▪ Preparation and facilitation of workshops. ▪ Maintain positive relationships with relevant stakeholders. ▪ Effectively engage participants in workshop content as prescribed by the program manual. ▪ Identify and promote training. ▪ Develop and maintain collaborative working relationships with stakeholders and external organisations. ▪ Maintain records, database, and prepare reports and documents, as required. ▪ Undertake other duties within the scope of this role, as directed.
Organisation Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with managers and team members to achieve AbSec/LDC project objectives. ▪ Consistently acts in accordance with AbSec/LDC values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision-making. ▪ Comply with AbSec/LDC Policies and Procedures. ▪ Participate in organisational and professional development activities as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer, Directors and AbSec staff. ▪ Manager, Learning and Development Centre and team to ensure robust input into activities. ▪ Learning and Development Centre team to contribute to directions and implementation activities on organisational objectives. ▪ Aboriginal community-controlled agencies, including member agencies and non-Aboriginal agencies. ▪ Workplace organisations and participants.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

- Aboriginality with a demonstrated understanding of the issues facing Aboriginal sector and delivery of quality services to meet outcomes for clients in a sustainable and viable way.
- Degree/qualifications in relevant field or at least two (2) years' experience in a facilitator role with a strong history of education/training.
- High quality presentation/facilitation/training skills, applied creatively in workshops to ensure an interactive and engaging experience for the participants.
- Developed organisation, planning and self-management skills; team building and problem solving skills,
- Strong interpersonal skills, show social and cultural sensitivity, and flexible approach to accommodate the needs of our client base.
- Ability to travel across NSW.

Practical Requirements

- The preferred candidate will be engaged on a fixed term contract.
- Work outside of the normal hours of duty and some business travel may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.

- This is an identified position for Aboriginal and Torres Strait Islander People authorised under Section 14(d) of the Anti-Discrimination Act 1977.