



Lead Facilitator & Development Officer – TATU

Key Position Information

Job Title: **Lead Facilitator & Development Officer – TATU** Position Reports To: Programs & Services Manager - TATU

Location: National Centre of Indigenous Excellence, 180 George St, Redfern. Effective Date: November 2018

Status: Fixed Term Full-time Direct reports: *nil*

This position description is intended to be a guide to the principal duties and responsibilities of the post and includes specific tasks by way of illustration. It is not intended to be a definitive or exhaustive list. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Primary Purpose of Job

The role of the Lead Facilitator & Development Officer – TATU is to develop and deliver compelling and engaging workshops that inspire the Aboriginal and Torres Strait Islander communities and encourage healthy lifestyle choices. Talking About Tobacco Use (TATU) is a part of a National Health Campaign funded by the Federal Department of Health aimed at Tackling Indigenous Smoking (TIS). TATU workshops centre on smoke-free education workshops, TATU sponsorship and workplace programs with main focus on workshops, health promotion and training.

The TATU Lead Program Facilitator will need to engage community and stakeholders to become smoke free ambassadors, with a focus on prevention and health promotion through education.

Key Result Area (KRA) Key Performance Indicator (KPI)

Promotion of TATU initiatives

- Demonstrating smoke free ambassadorship
- Promotion of smoking cessation and health prevention activities
- Participation in events, activities and TATU/TIS media profile

Evaluation of initiatives and programs

- Conduct surveys and evaluate TATU program participants feedback
- Positive feedback from community partners, Champions
- Appropriate data collected, analysed and available to TATU team
- Contribute to the evaluation and reporting of the program on all workshops

	<ul style="list-style-type: none"> • Provide advice on the strategic direction and development of TATU workshops
Research, development & design of workshops	<ul style="list-style-type: none"> • Coordinate feedback from external stakeholders and internal TATU team ensuring TATU content is relevant and in line with TIS key messages • Gather, design and evaluate evidence based materials, information, and resources to support the programs • Quality documentation of lesson plans, resources, tools and report on workshop outcomes and delivery • Develop community skills in facilitation, through a systematic program (e.g. casual workforce, pathways)
Facilitation of workshops	<ul style="list-style-type: none"> • Delivery of workshops in various modes, timeframes and locations to fit community needs • Collaboration between community partners, educators and TATU team • Deliver workshops with respect for diversity of participants and their views.
NCIE's Core Values	<ul style="list-style-type: none"> • Consistently acts in accordance with the NCIE's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision making
Employee WHS	<ul style="list-style-type: none"> • Modelling healthy and safe behaviour and ensuring personal health and safety at work. • Not adversely affecting the health and safety of other workers or persons. • Proactively detecting and reporting hazards, then reporting them to the line manager to ensure timely and proper control. • Complying with all reasonable instructions, policy, and procedures and safely using equipment. • Reporting any incidents (near misses/injury/illnesses).
Risk Management	<ul style="list-style-type: none"> • Assists with developing and managing a consolidated organisational risk and compliance portfolio including but not limited to WHS, financial, people, systems and operational risk. • Maintain safe working environments by risk identification and safe management of issues including travel to/from and remote delivery of workshops in unfamiliar environments, auditing of work
NCIE Policies and Procedures	<ul style="list-style-type: none"> • Contribute to the development, compliance, maintenance, training and application of NCIE policies and procedures.

Selection Criteria

The occupant of this position must demonstrate the possession of the following criteria:

1. Identify as Aboriginal and Torres Strait Islander with sound knowledge and understanding of Aboriginal and Torres Strait Islander peoples cultures.
2. Professional experience (minimum 2 years) experience in a community engagement or health promotion environment.
3. Demonstrated ability in developing and designing engaging workshops for children, young people and workplaces in line with strategic objectives.
4. Highly developed communication and interpersonal skills with a wide range of stakeholders, with a proven ability to effectively deliver health and wellbeing workshops to children and young people, as well as online engagement.
5. Experience in developing and maintaining effective networks, alliances and relationships with Aboriginal and Torres Strait Islander young people, families, communities and organisations.
6. Demonstrated experience in data collection, analysis of information and preparation of written reports.
7. Ability to work independently and unsupervised as a member a team, as well as lead, motivate and collaborate with casual facilitators.
8. Computing skills, particularly the ability to utilise the Microsoft Office suite of applications in an MS Windows environment.

Practical Requirements

The preferred candidate will be engaged on a Full-Time Employment Agreement (fixed term, contract by negotiation).

Work outside of the normal hours of duty may be required, including some weekend work. Some travel may be required. Interstate and Intrastate travel including overnight absences may also be required.

Employment will be subject to a Criminal History Check and the candidate must have or have the ability to get a NSW Working with Children Check clearance. Possession of a valid driver's licence is desirable, for travel to community events.

Appointment to this position of a person not currently an officer of NCIE will be subject to a probationary period of 6 months.

