

<b>Position title</b>	Communities for Children Facilitator	<b>Reference</b>	CPDC-CfC-ASP
<b>Award &amp; Classification</b>	SCHADS Award Level 5	<b>Tenure</b>	Refer to Letter of Engagement
<b>Hours</b>	Refer to Letter of Engagement	<b>Reporting to</b>	Communities for Children Manager
<b>Location</b>	Alice Springs	<b>Program</b>	Communities for Children Facilitating Partner
<b>Section</b>	Communities for Children	<b>Cost Centre</b>	6800
<b>Approved</b>	Terry Cleary Executive Manager Community Care & Access	<b>Date</b>	January 2018
<b>Comment</b>			

### AGENCY STATEMENT

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. Our values of Integrity, Fairness, Respect, Community and Hope are demonstrated through our commitment to strength-based practice, cultural respect, child safety, social justice, community development and partnerships. We aim to make a sustainable difference in the lives of Territorians. Anglicare NT is an agency of the Anglican Church of the NT, formed to respond to the social needs of our diverse communities. We are a member of the Anglicare Australia network.

### PURPOSE OF THE POSITION

As the Communities for Children Facilitator you will provide professional and responsive support to strengthen the community partnerships, their staff and activities, aligned to Communities for Children Alice Springs. You will work in conjunction with the Communities for Children Manager to provide for the ongoing development and implementation of the Strategic Plan, undertake targeted community consultations, data collection, and evaluation and reporting processes. Together with the Communities for Children Manager, you will facilitate networking and collaborative advocacy opportunities to reflect the values and priorities of Communities for Children and the broader Alice Springs Community.

Communities for Children Alice Springs is comprised of:

- The Facilitating Partner activities, the sub-contracted Community Partner activities, and developing Child Friendly Communities
- Sector and professional development, planning and implementation of projects in response to the needs of children and families in the community.

As the Communities for Children Facilitator, you will be committed to the mission and values of Anglicare NT and support core business by providing service, guidance and advice within the position's specialty area.

### POSITION SPECIFIC REQUIREMENTS AND QUALIFICATIONS

1. The minimum qualification required is a Diploma in Early Childhood, Community Development, Social Sciences, Social Work and/or a minimum of two years experience in Community Services or a related field. If you do not currently have a qualification you must be willing to undertake relevant studies.

2. Northern Territory Working with Children Clearance (Ochre Card)
3. National Police Criminal History Report (less than 3 months old) with acceptable outcome
4. First Aid Certificate or willingness to obtain within 3 months
5. Northern Territory Drivers Licence

## **KEY SELECTION CRITERIA**

1. Experience in community services and/or community development, with a record of responding to community need with a proactive, committed and innovative approach. Knowledge of the local service delivery system is desirable.
2. Knowledge of contemporary childhood development issues (0-12years), particularly developmental issues experienced by Central Australian Indigenous children and families.
3. Demonstrated ability to work with Indigenous people, culturally and linguistically diverse people, Aboriginal controlled organisations, targeted populations and communities of interest.
4. Experience in facilitating collaborative approaches to community consultation, research, planning, project implementation and evaluation processes and organising and managing events, community building/awareness activities.
5. High level of interpersonal and communication skills, to enable effective relationship building with a wide variety of stakeholders, including service users, service providers, government and community representatives.
6. Sound computer and administration skills including the ability to provide secretariat services for meetings, networks and strategic planning processes i.e. agendas, preparation of meeting papers and minutes.
7. Well-developed analytical and research skills with the ability to maintain data collection procedures.
8. Demonstrated ability to work effectively as part of a small, cohesive team and independently as required with the ability to maintain professional boundaries; a willingness to reflect on practices, participate in supervision and performance review processes and adhere to workplace directives.
9. High level of discretion and sound judgement with confidential information
10. Demonstrated capacity and willingness to adhere to legislation, Anglicare NT policies and procedures, and a commitment to EEO, WHS, Risk Management and Quality Improvement practices.

## **KEY ACCOUNTABILITIES AND RESPONSIBILITIES**

### **1. Accountability: General**

#### **Responsibilities:**

- Support the facilitation of ongoing consultation with families, communities, service providers, schools, Territory, Australian and Local Government representatives to ensure that the Communities for Children (CfC) Community Strategic Plan reflects the needs of the community.
- Enable the development, promotion and management of CfC Alice Springs, including the delivery of specific Facilitating Partner activities, as outlined in the CfC Activity Work Plan.
- Assist and resource the Alice Springs Communities for Children Committee including provision of secretariat duties.
- Support the management of sub-contracts with organisations funded as CfC Community Partners.
- Contribute to a positive and strengths based workplace culture and participate in communication systems, planning and review processes.
- Assist in the preparation and provision of comprehensive service activity reports in a timely manner as per contract performance requirements.
- Support the development of contemporary best practice services/events, which operate from a strengths perspective and are culturally responsive, gender sensitive and evidence-based.
- Participate in relevant community service system networks and forums and contribute to strengthening these systems. |

### **2. Other Duties and Requirements**

- Comply with Federal, NT and Local Government legislation, regulations, permits and/or by laws.
- Adhere to Anglicare NT Policies and Procedures and general conditions of employment.
- Model Code of Conduct behaviours by working cooperatively and effectively with colleagues and other staff
- Comply with funding contracts, operational guidelines, approved work plans, reporting requirements or task directives.
- Adhere to budgets, delegation levels and administrative and data collection and entry duties, ensuring procedural requirements are met in a timely manner.
- Comply with Anglicare NT's WH&S requirements; whilst also remaining vigilant in relation to any client/customer related behavioural risk and contribute to maintaining a safe work environment.
- Support activities related to Anglicare NT's Reconciliation Action Plan including participating in Aboriginal and Torres Strait Islander Cultural competency training and activities.
- Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- Work collaboratively with the Team to address service improvement requirements resulting from client complaints, stakeholder feedback and/or internal or external evaluation processes.
- Participate in organisational communications and development systems such as email, staff meetings, planning & review days, quality assurance and organisational promotions and events as required.
- Actively participate in supervision, performance reviews, professional development activities and training as required.
- Maintain time and attendance leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.
- Other suitable duties as may be directed from time to time
- |Be aware that this position may require some inter- and intra-state travel |

## **DELEGATION OF AUTHORITY**

- Expenditure, Operational/Administrative, Personnel, Management and Legal – as per current Delegation of Authority Document (this is endorsed by the Board and periodically updated).