



ZAHRA FOUNDATION AUSTRALIA

Job and Person Specification

Program Facilitator - casual

Employment Basis:	Casual
Contract Status:	
Award:	Social, Community, Home Care and Disability Services Industry Award 2020 – Casual Hourly wage
Salary Level:	Social and Community Services Employee Level and increment to be advised in letter of appointment.

Revised: 11/8/21

Our Purpose:

Empowering women's financial independence through education, community, and recovery.

Purpose of Role/Overview:

The Program Facilitator will:

- Facilitate and deliver the Zahra Foundation 'Pathways to Empowerment' programs (in the agreed format) which have been designed to support women who have been affected by domestic and family violence.
- Support the General Manager and other staff in advocating and collaborating with the broader domestic and family violence (D&FV) sector about the opportunities of the Zahra Foundation programs.

Reporting/Working Relationships:

Internal

- The position works under the general direction and is accountable to the Program and Fundraising Manager.
- The position works collaboratively with all staff members and / or volunteers within Zahra Foundation team.

Key Responsibilities:

The Program Facilitator will be required to deliver the 'Pathways to Empowerment' programs (in the agreed format) by:

- Supporting and promoting the economic empowerment and advancement of women through financial and digital literacy that embeds core foundation and employability skills.
- Ensuring that the programs are delivered with content using best practice in a culturally sensitive manner.

- Ensuring that all program outcomes are achieved according to specific funding agreement requirements.
- Collecting the appropriate evaluation requirements of all programs and contributing to the summary progress reports which reflects the progress and key outcomes of the programs as required by specific funding source.
- Undertake all intake (safety assessment), referrals, pre-interviews, coordination of venue bookings and hire, guest speakers, catering, and program timelines.
- Ensure all records and data are accurate, stored and that confidentiality is maintained.

The Program Facilitator will ensure that they:

- Positively and constructively represent Zahra Foundation to external contacts at all opportunities.
- Maintain a safe and healthy workplace, identify, and act upon potential workplace hazards and identify and implement improvements.
- Operate in line with Zahra Foundation policies and procedures and follow reasonable directions to help ensure the health, safety and welfare of self and others.
- Participate in an annual performance development and professional development programs.

Required Knowledge, Experience, Skills and Personal Attributes:

- Knowledge on the causes and impacts of domestic and family violence and the needs of women and children who have experienced it.
- Knowledge and skills in delivering adult educational programs and the ability to identify new training / educational programs / initiatives that would benefit women and children affected by domestic and family violence.
- Knowledge and skills of program management, planning, reporting writing and verbal communications.
- Experience in facilitating adult groups.
- Experience working with women and children affected by domestic and family violence.
- Knowledge of domestic and family violence services / programs / resources available in the metropolitan area and country regions of South Australia.
- Ability to work with integrity with colleagues and clients.
- Demonstrated knowledge and skills in Microsoft suite of programs (Word, Excel, Outlook, etc) and ability to input data into approved data base warehouses.

Desirable Knowledge, Experience and Skills

- Has a relevant tertiary / vocational qualification in one of the following areas: social sciences, community services, education/training.
- Has relevant training and experience working with women and children affected by domestic and family violence and with multi complex needs.
- Demonstrated commitment to social justice and the needs of women and their children.
- Experience in working with diverse cultures inclusive of Aboriginal and Torres Strait Island, CALD, gender and sexual diversity.

- Understanding of program evaluation and / or research activities.
- Knowledge of Zahra Foundation Australia purpose.

Essential Pre-requisites:

- Current Certificate IV in Training and Assessment.
- Current South Australian Drives Licence and willingness to drive.
- Prepared to travel to regional locations and or interstate if required.
- Some out of hours work may be required.
- Current clearance through Department of Human Services for:
 - Child-Related Employment Screening.
 - Vulnerable Person Related Employment Screening.
- Current National Police Check Clearance.

Behavioural requirements:

- Willing to contribute to teamwork and be part of a strong workplace culture of honesty, integrity, and support.
- Treating co-workers respectfully and professionally by listening and being constructive.
- Being mindful and respectful of others time and schedules.
- Attending team meetings and prioritising communication with the team.
- Assisting co-workers and other departments when needed.

Approved by General Manager:

Date: 11/8/21

Accepted by:

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Print Name

Date:

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Signature