

# GROUP FACILITATOR

## Position Description

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Title: Group Facilitator

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FTE: Casual rate, hours dependant on the program

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Date: February 2023

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Employee agreed:

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Education Services Manager:

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## Organisational environment

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### About Amber Community

Amber Community is a not-for-profit organisation contributing to the safety and wellbeing of road users.

We provide counselling and support to people impacted by road trauma and address the attitudes and behaviours of road users through education.

We are committed to educating the community and raising public awareness about road trauma and how it affects people's lives. Amber Community does this by positively influencing driver attitudes and behaviours with the aim of reducing crashes and the resulting trauma.

Additional information about Amber Community and our role in the community can be obtained by visiting our website at [www.ambercommunity.org.au](http://www.ambercommunity.org.au).

### Job purpose

To deliver effective education programs based on best practice to the public and to those who have traffic-related offences.

Reports to: Regional Coordinator

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Internal contacts: Education Services Manager, Lived Experience Volunteers, RTAS Administrator, Office Manager, other Amber Community Staff

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External contacts: Participants and their communities

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Other relevant organisations (CFA, SES, MFB, Health Services, Local Government etc.)

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### Dimensions/delegation

Number of direct/indirect reports: 0

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Budget responsibility: 0

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## Key accountabilities

- From a preventative and educational framework, deliver psycho-educational programs to participants at risk of or who have traffic-related offences and community groups in group settings.
- Evaluate the program's effectiveness in changing attitudes and behaviours in the community by collecting evaluation questionnaires from participants and feeding comments from participants to the program's coordinator.
- Support live experience volunteer speakers by offering pre-and post-program discussions.
- Liaise with the regional coordinator for regional activities/meetings and attend the State-wide gathering.
- Liaise with the program's coordinator for training, planning, and implementing programs.
- Ensure sensitive, professional contact and communications with all stakeholders, including participants, volunteers, and staff.
- Maintain strict confidentiality of participants and organisational information under relevant policies and procedures.
- Facilitate the planned and reliable running of education programs by ensuring availability for after-hours and weekend workshops and team meetings as agreed.
- Maintain up-to-date session records.
- Actively participate in the development and continual improvement of education programs.
- Provide creative and enthusiastic input to Amber Community's organisational planning and actively contribute to achieving organisational goals.

## Capability framework

SKILLS	KEY SELECTION CRITERIA	
	Essential	Desirable
<b>Influence and negotiation:</b> The ability to engage others in order to get their commitment to ideas, projects or actions that are in the best interest of all concerned	<b>x</b>	
<b>Communication:</b> Clearly conveys information and ideas through a variety of ways in a manner that engages the audience and helps them understand and retain the message	<b>x</b>	
<b>Integrity:</b> Acting consistently and embodying the Amber Community's principles and values, being committed to public interest. Being open, honest and transparent in all dealings	<b>x</b>	
<b>Empathy:</b> Communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds	<b>x</b>	
<b>Teamwork:</b> Working collaboratively to achieve group objectives. Understanding the needs and goals of others and adapting one's own views and behaviour when appropriate	<b>x</b>	
<b>Accountability:</b> Taking ownership for the responsibilities, decisions made, and actions taken within the scope of their role	<b>x</b>	

<b>KNOWLEDGE AND EXPERIENCE</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Relevant work experience</b>		
Demonstrated experience in facilitating groups and workshops	<b>x</b>	
Demonstrated ability to work independently with minimal supervision	<b>x</b>	
Demonstrated experience in psycho-social group programs/ interventions	<b>x</b>	
Demonstrated experience in working with diverse groups of people		<b>x</b>
Demonstrate experience in working with participants who may show challenging behaviours		<b>x</b>
<b>Relevant qualifications</b>		
Certificate IV in Workplace Training and Assessment	<b>x</b>	
Qualifications in psychology, social work, human services, or related discipline	<b>x</b>	
A current Victorian Driver's Licence and a safe driving history (defined as no more than six current demerit points and no licence suspension or cancellation in the last five years)	<b>x</b>	
Comprehensive vehicle insurance – must provide evidence (cover note) that the vehicle they use to travel to Amber Community work locations is comprehensively insured	<b>x</b>	
Current Working with Children Check	<b>x</b>	
Current Police Check	<b>x</b>	
Current Mental Health First Aid Certificate		<b>x</b>
Provide current HLTAID003 First Aid Certificate		<b>x</b>
<b>Specialised knowledge</b>		
An understanding of road safety issues and current laws		<b>x</b>
Experience in using MS Office products	<b>x</b>	

Work alongside a passionate group of people who work together to create change!

### **Terms and conditions**

- Salary packaging is offered with this position
- All offers of employment with Amber Community are subject to a six-month probationary period and a satisfactory Criminal History Check before the commencement of employment. The staff member will be asked to participate in an annual performance review linked to the position description.