

REGIONAL COORDINATOR GROUP FACILITATOR

Position Description

Title:	Regional Coordinator and Group Facilitator		
FTE:	Sessional rate, hours dependant on the program		
Location:	Grampians	Date:	February 2023
Employee agreed:			
Regional Coordinator agreed:			

Organisational environment

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.

Job purpose

To coordinate all aspects of Amber Community's road trauma education programs, including assisting in the development, implementation and evaluation of existing and new programs provided to drivers in the local region

Reports to:	Manager, Education Services
Directly supports:	Regional team Programs Coordinator, RTAS Administrator, Office Manager, volunteers, other
Internal contacts:	Amber Community staff
External contacts:	Clients and their community Accident prevention and road trauma partners (the Transport Accident Commission, Victorian Police, Department of Justice and Community Safety, Magistrates' Court of Victoria, Department of Health and Human Services and VicRoads) Other relevant Organisations

DIMENSIONS/DELEGATION

Number of direct/indirect reports :	Regional group facilitators Local lived experience volunteer and emergency service speakers
Budget responsibility:	0

Key accountabilities

Coordination

- Regionally develop and foster working relationships and professional partnerships with relevant organisations within the road safety, justice, and health & community sectors
- Attend regular meetings with local court users and community road-safe groups
- Develop and coordinate road safety education to meet the needs of the local community in collaboration with relevant groups/organisations
- Arrange, chair, and report on regional team meetings
- Assist in the recruitment and ongoing support of lived experience volunteers and group facilitators within Amber Community across your Region
- Assist the manager of education services as directed

Program delivery

- Deliver Amber Community educational programs to community groups in a group setting from a preventative and educational framework.
- Evaluate the program's effectiveness in changing attitudes and behaviours in the community through collecting evaluation questionnaires from participants and feeding back comments from participants to manager education services
- Supervise and support lived experience volunteer speakers, primarily through offering pre and post-program discussion
- Liaise with the manager of education services & the programs 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 client 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 programs and team meetings as agreed
- Maintain comprehensive and up-to-date program 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
Influence and Negotiation: 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.	x	
Communication: 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.	x	
Integrity: Acting consistently and embodying the Amber Community principles and values, being committed to public interest. Being open, honest and transparent in all dealings.	x	
Empathy: Communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds	x	
Teamwork: Working collaboratively to achieve group objectives and understanding the needs and goals of others and adapting one's own views and behaviour when appropriate.	x	
Accountability: Taking ownership for the responsibilities, decisions made and actions taken within the scope of their role.	x	
Relevant work experience		
Demonstrated experience in facilitating groups and workshops and presenting to larger audiences	x	
Demonstrated ability to work independently with minimal supervision	x	
Demonstrated experience in behavioural change interventions	x	
Demonstrated experience in working with diverse groups of people		x
Demonstrated experience in working with people who may show challenging behaviors.		x
Relevant qualifications		
Certificate IV in Workplace Training and Assessment	x	
Qualifications in psychology, social work, human services or related discipline	x	
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).	x	
Comprehensive vehicle insurance – must provide evidence (cover note) that the vehicle they use to travel to Amber Community work locations is comprehensively insured.	x	
Current Working with Children Check	x	
Current Police Check	x	

Mental Health First Aid/Level 2 First Aid		x
SKILLS	KEY SELECTION CRITERIA	
	Essential	Desirable
Specialised knowledge		
An understanding of road safety issues and current laws		x
Experience in using MS Office products	x	

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.