

Position description

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| Title | Program Facilitator |
| Reports to | Programs Coordinator, In-Residence program |
| Classification & Salary | SCHADS Level 3.1 (plus super and salary packaging) |
| Employment Status | Casual hours |
| Work Location | Working from school delivery sites and working from home |
| Date | May 2025 |

Good Shepherd Australia New Zealand (GSANZ)

Our 2023-2027 strategy outlines the world we want to see and our role in advancing it. We aspire for all women, girls, and families to be safe, well, strong, and connected. We strive for equity, dignity and social justice for women, girls and families by collaborating globally and acting locally, supporting our communities in Australia and New Zealand to thrive.

We want women, girls and families to live full and dignified lives, have dignified income and enjoy financial wellbeing. We aim to provide place-based, people-centred, holistic services while working at the system level to achieve bold and audacious reform. We currently offer microfinance programs and products, financial counselling and coaching, family and domestic violence support services, family and youth programs, playgroups, education programs and community houses. These services are complemented by research and strong advocacy to address the underlying structural causes of injustice, exclusion, and inequality.

Good Shepherd employees are committed to inclusive practice that responds to the specific needs, context, and circumstances of service participants. We embrace the diversity and intersectionality of individuals and recognise a person's right to a unique identity comprising culture, language, ability, community, gender, sex, sexual orientation and lived experience.

Our tailored education and wellbeing programs aim to address barriers to education by providing vital learning and wellbeing resources and activities. These programs build children and young people's confidence, aspirations, social skills and wellbeing. These are essential elements for enabling full engagement in education and a love of learning. Engagement in education is the key to opening future pathways and possibilities. Without it, the cycle of disadvantage and inequity continues. We broaden horizons for children by providing access to excursions and inspiring learning experiences.

We mobilise volunteers to support students in partner schools to as positive role models. We advocate for change so that key issues such as inequities in Australia's education system are at the forefront. Working with thousands of children and young people in primary and secondary schools in Victoria, New South Wales,

Queensland, and Western Australia. We achieve this by linking schools, businesses and communities to support programs and activities to assist schools, children and their families

Role Purpose

STEM literacy is essential for all students to enable them to thrive in a STEM-based world in the future. Students must demonstrate the confidence and interest to learn new technologies and apply scientifically-sound thinking, as well as be mathematically functional, capable, and self-sufficient problem-solvers.

The Robots in Residence program is designed to help students to see the importance, relevance, and applicability of STEM, whilst also building their skills, confidence, and interest. Robots in Residence matches a facilitator and a group of up to 4 volunteers to a class for 6 weeks, to run a 60-minute lesson each week. The sessions use specially curated robotics equipment to support design and coding activities.

The facilitator and volunteers' roles are to encourage students to consider effectiveness and efficiency in their designs and codes. Working closely with the teachers, the facilitator and volunteers help deliver meaningful, hands-on and inquiry-based learning experiences that go beyond the classroom. Programs are delivered in a way that provide on-the-spot familiarity and training for the teachers so they can continue to use the equipment in future classes

Key Responsibilities

Facilitate the delivery of the Robots in Residence programs:

- Being a primary facilitator of the program onsite at school.
- Follow the course structure, learning outcomes and content, including liaising with the Program Coordinator for support as required.

Train and support the volunteers on how to support program delivery

- Facilitate instructor-led training specifically designed for Robots in Residence volunteers.
- Engage with the Program Coordinator on tailoring and adapting the training for the volunteers.
- Provide support to the volunteers during program delivery to enhance the connection between the volunteers and the students.

Support the monitoring and evaluation of the program •

- Actively participate in feedback and other monitoring activities to support program improvement.
- Contribute to the evaluation of the program through accurate record keeping, data collection, and input to reporting.

Other duties as required commensurate with role

Responsibilities of Good Shepherd Employees

Strategy

- Deliver service aligned with team operational plan and Good Shepherd's strategic plan
- Contribute to development of team plan
- Demonstrate understanding of social justice and community capability building concepts

People

- Demonstrate commitment to own learning and development
- Contribute to development of a high-performance team through demonstration of capabilities outlined in Good Shepherd's leadership capability framework
- Participate actively in regular formal supervision
- Share knowledge and practice insights with colleagues
- Take responsibility for own wellbeing

Clients

- Deliver best practice service to clients in line with agreed goals/contribution
- Seek feedback from client/stakeholders/peers in order to reflect and improve on service support for own practice
- Maintain a client-centred approach to service delivery at all times

Service Delivery and Operations

- Deliver all services in line with service standards and program procedures
- Maintain accurate data, information and reporting at all times
- Maintain agreed service level agreements
- Provide timely reporting in line with department requirements
- Other duties as reasonably required

Stakeholders

- Liaise effectively with referral network
- Work collaboratively with other service providers to deliver valued outcomes for clients
- Develop constructive, collaborative relationships with other Good Shepherd team members and departments

Compliance

- Demonstrate behaviour consistent with Good Shepherd mission, values, behaviours and policies at all times
- Maintain agreed quality standards
- Maintain OH&S standards at all times

Qualifications, Experience and Mandatory Requirements

- Demonstrated knowledge or experience working in an education setting
- Demonstrated success working collaboratively with a diverse range of organisations and stakeholders, including diverse populations and those experiencing disadvantage
- Successful track record of project management in a multi-stakeholder environment
- Demonstrated ability to work independently while remaining accountable for own performance as part of a team
- Strong organisational skills
- High level of computer, administrative and database management skills
- Excellent written and oral communication skills
- Well-developed interpersonal, consultation, problem-solving, negotiation and conflict resolution skills
- Flexibility to travel to school partner sites as required
- Current driver's licence

Desirable Skills, Qualifications and Attributes

- Experience in, or knowledge of programming for robotics
- Demonstrated experience facilitating activities or delivering training
- Understanding and knowledge of education curricula
- Understanding and knowledge of schools' model and policy context
- Knowledge or experience working in an education setting
- Knowledge or experience working in a non-profit environment
- Demonstrated experience working with volunteers

Key Selection Criteria

1. Commitment to, understanding of and passion for the vision, purpose, work and values of Ardoch
2. Demonstrated facilitation skills
3. Hold, or be undertaking, a tertiary qualification in a relevant and related discipline (for example: science, engineering, education) or relevant years of experience

4. Demonstrated success working collaboratively with a diverse range of organisations and stakeholders, including diverse populations and those experiencing disadvantage
5. Demonstrated ability to work independently while remaining accountable for own performance as part of a team
6. Strong organisational skills
7. High level of computer and administrative skills
8. Excellent written and oral communication skills
9. Well-developed interpersonal, consultation, problem-solving, negotiation and conflict resolution skills
10. Flexibility to travel between office location and school partner sites as required

Values & Behaviours

We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Value of each person | Reconciliation | Justice | Zeal | Audacity

Additional information

Employment is subject to:

- Relevant Qualifications/Registration Name
- A current national Police Record Check
- A current Employee Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia
- You may be required to obtain particular vaccines or immunisations in order to perform the inherent requirements of this position. This includes but is not limited to the COVID-19 vaccine/immunisation

The above requirements will need to be supplied and verified prior to commencement.

Work Health and Safety (WH&S): All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

Pre-existing injury: The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

Equal opportunity: Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

Child Safe Employer: Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

Cultural competency: Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

Salary packaging is available to all employees.