

**POSITION DESCRIPTION - Make Your Mark – Facilitator****Part 1 – Expectations for Your Role**

<b>Position</b>	Make Your Mark – Facilitator
<b>Service / Program</b>	Innovation and Growth
<b>Industrial Instrument</b>	SACS - EACH Social and Community Service Employees Enterprise Agreement 2017
<b>Instrument Classification</b>	Level 3
<b>Reports to</b>	Manager – Tasmania Growth and Transitions
<b>Effective Date</b>	May 2025

**Key Deliverables**

- **Program facilitation:** Facilitate in-person and online programs and activities for young people.
- **Youth leadership support:** Support young people in leadership and advocacy opportunities.
- **Communication skills:** Demonstrate strong communication and relationship-building skills.
- **Autonomous work:** Ability to work independently and manage time effectively.
- **Youth engagement:** Build strong connections with young people through face-to-face engagement, social media, email, and phone communication.
- **Stakeholder engagement:** Engage with the NTFA, NTFJA, and AFL Tas to promote membership and program participation.
- **Administrative support:** Assist with general office administration, including data collection, event RSVPs, and mail-outs.

**Skills**

- **Workshop delivery:** Experience in planning and delivering workshops and events for young people.
- **Flexibility:** Willingness to be flexible and adapt to various situations when required.
- **Effective communication:** Ability to communicate effectively both verbally and in writing.
- **Problem solving:** Strong problem-solving and organisational skills.
- **Technical proficiency:** Good technical skills for computer use, particularly Microsoft Office functions.
- **Interpersonal skills:** Strong communication and interpersonal skills, including conflict resolution and problem-solving.
- **Time management:** Strong time management and organisational skills, with the ability to work autonomously and collaboratively.

**Experience and Knowledge**

- **Youth work experience:** Some experience in working with young people is highly desirable, with transferrable skills from similar roles also valued.
- **Youth engagement style:** Ability to naturally engage young people with a fun and interactive style.
- **Football knowledge:** An understanding of the football landscape in Tasmania.
- **Educational background:** Educational and/or allied health background preferred but not essential.
- **Lived experience:** Lived experience or demonstrated understanding of the challenges young people face, including issues in education, employment, family, identity, and society.
- **Team collaboration:** Willingness to work as part of a team, with no expectation of working in isolation.

**Physical Requirements**



- **Office Environment:** Ability to sit for extended periods and use office equipment.
- **Office Mobility:** Ability to move around the office and walk up stairs.
- **Light Lifting:** Ability to lift and carry up to 5 kg (e.g., laptops or office supplies).
- **Travel:** Ability to travel locally.



## POSITION DESCRIPTION - Employee

### Part 2 – Expectations for Our Team

At Each, we are committed to improving lives and strengthening communities through a range of health, disability, housing, counselling, and mental health services. With a dedicated team of over 1,500 employees and 250 volunteers, we aim to create a positive impact, empowering individuals to live healthier, happier lives.

Our vision is for everyone to live well, and we strive for a healthier, more equitable future through innovation, advocacy, and community engagement.

We care. We listen. We learn. We deliver. Altogether better care.

#### Expectation of Employees

Employees are expected to work collaboratively with team members and other Directorates, contributing to both individual and community outcomes. They must model Each's values, ensuring an inclusive, safe, and engaging culture.

#### Employee Responsibilities

An Each employee is responsible for:

- Ensure quality, safety, and risk management to protect staff, customers, and the community.
- Collaborate with team members and stakeholders to achieve positive outcomes.
- Create a safe, respectful environment that fosters growth, learning, and wellbeing.
- Track progress and outcomes to meet Each's goals and performance targets.
- Work within professional boundaries and program guidelines.
- Demonstrate leadership behaviours and serve as an ambassador of Each.

#### Quality

Employees must engage in continuous improvement, comply with legislation and accreditation standards, and maintain the necessary skills and knowledge for their role.

#### Safety & Wellbeing

All Each employees are responsible for their own health and safety, as well as that of others, in line with OH&S legislation and Each's policies.

#### Child Safe Commitment

Each is dedicated to creating a child-safe environment, with zero tolerance for child abuse. Everyone is responsible for protecting and reporting any suspected child abuse, ensuring the safety and well-being of children involved with Each.

#### Inclusion and Diversity Commitment

Each is dedicated to an inclusive and diverse workplace where everyone is valued and respected. All staff are expected to promote inclusivity, embrace diversity, and foster a collaborative environment, ensuring a safe and supportive workplace for all.

#### Key Selection Criteria

##### Skills & Behaviours

- Adhere to Each's Behavioural and Performance Standards.
- Strong communication and interpersonal skills for building relationships.
- Collaborative team player with a positive attitude.

##### Desirable Experience, Knowledge, and Qualifications

- Relevant tertiary qualifications.
- Proven collaborative teamwork skills.



- Understanding of the Not-For-Profit and Health sectors.

#### Mandatory Competencies/Licences

- Criminal History Check and Employee Working with Children Check (as required).
- National Worker Screening Check (if required for the role).
- Entitlement to work in Australia

#### Expected Behaviours for all Each Staff

- Act in accordance with Each's Code of Conduct, policies, and service principles.
- Respond to family violence risk in line with the MARAM Framework.
- Promote a safety-first culture and adhere to health and safety policies.
- Ensure Each Great Care is put through its PACES (Person-Centered, Accessible, Connected, Effective and Safe).
- Support a zero-tolerance stance on abuse, neglect, and discrimination.
- Foster an inclusive, collaborative work environment, prioritizing customer needs.
- Contribute to teamwork, innovation, and continuous improvement.
- Engage in continuous learning and complete all mandatory training on time.