



ZAHRA FOUNDATION AUSTRALIA

Job and Person Specification

Program Facilitator

Employment Basis Part-time (2 days/15rs per week)
12-month contract
Salary Social and Community Services Employee, Level 4
Version date May 2018

Our Mission

To assist South Australian women and children affected by domestic and family violence, empowering them and providing pathways towards economic independence.

Our Vision

To instil HOPE and optimism in the lives of women and their children

To provide women and their children with a range of financial and educational OPPORTUNITIES

To build meaningful relationships and PARTNERSHIPS with the business and community sector

To deliver programs and create opportunities that promote women's economic EMPOWERMENT

Purpose of Role/Overview

The Program Facilitator will:

- Deliver Zahra Foundation Australia programs, specifically Pathways to Empowerment (various regions)
- In consultation with the Program Manager and General Manager, collaborate with the domestic violence and community sector to ensure a high standard of program delivery

Reporting/Working Relationships

Internal

The position reports to and is accountable to the General Manager of Zahra Foundation Australia.

External

The position liaises with, develops and maintains positive relationships with relevant program partners, government agencies, community organisations, funding bodies, and victims of domestic and family violence including women and their children.

Key Responsibilities

- Deliver programs that support and promote the economic empowerment and advancement of women through financial and digital literacy that embeds core foundation and employability skills.
- Ensure all programs are consistently delivered with content using appropriately trained staff and best practice in a culturally sensitive manner.
- Establish and ensure all programs show key alignments to established benchmarks and accredited pathways.
- Ensure program outcomes are achieved according to funding requirements
- Manage referrals, coordinate venue bookings and hire, guest speakers, catering, and program timelines.
- Conduct appropriate evaluation of all programs and provide summary progress reports which reflects the progress and key outcomes of programs as required by funding source, Program Manager and General Manager.
- Work with the General Manager to ensure program income and expenditure is within annual budget.
- Ensure all records and data are accurate and confidentiality is maintained.

Program Facilitation

- Work in collaboration with the Program Manager to develop and comply with a program framework for the organisation.
- Develop, implement and review new initiatives that meet the needs of women experiencing domestic violence, in line with organisational objectives.
- Promote economic empowerment programs to external agencies by various methods inclusive of participation in forums, networks and meetings as well as use of electronic and other forms of communication.
- Develop and maintain mutually respectful relationships with external agencies and service providers.
- Contribute to the development of partnerships with external registered training organisations to create meaningful pathways for women into further education and employment.

Program Leadership

- Positively and constructively represent Zahra Foundation Australia to external contacts at all opportunities.
- Behave in a way that contributes to a workplace free of discrimination, harassment and bullying behaviour at all times.

- Operate in line with Zahra Foundation Australia policies and procedures and follow reasonable directions to help ensure the health, safety and welfare of self and others.

Key Knowledge, Experience, Skills and Personal Attributes:

- Certificate 4 in Training and Assessment or equivalent
- Excellent written and verbal communication skills.
- Excellent leadership skills
- Ability to identify new training/education initiatives and manage a range of programs that address the needs of women affected by domestic and family violence.
- Ability to work with integrity with colleagues and clients.
 - Ability to work autonomously.
- Effective planning and time management skills.
- Knowledge of the current needs and issues relating to women and children affected by domestic violence.
- Knowledge of domestic violence services/programs in the Adelaide Metropolitan area and country regions.
- Knowledge of specific needs of women and children experiencing domestic or family violence.
- Demonstrated commitment to social justice and the needs of women and their children.
- An understanding of local resources available to women and their children affected by domestic and family violence.
- Experience working with women and children affected by domestic and family violence.
- Current driver's license and willingness to drive.
- Current clearance through Department for Communities and Social Inclusion.

Desirable Knowledge, Experience and Skills

- Experience working with victims of domestic and family violence and with multiple complex needs
- Experience working with Aboriginal and Torres Strait Islander and CALD clients in an appropriate manner