

POSITION DESCRIPTION



JOB TITLE: Encore Facilitator

REPORTING TO: Encore Program Manager

DEPARTMENT: Service Delivery

LOCATION: Various Locations

THE ROLE: The Encore Facilitator is a member of the YWCA Australia Encore Team and reports to the Encore Program Manager. The primary purpose of the role is to deliver the YWCA Encore Program as directed by the National Encore team.

YWCA VISION: all women, young women and girls are safe and respected, with equal access to power, opportunity and resources.

YWCA PURPOSE: to be a strong, unified, national feminist organisation for women, young women and girls, working to achieve gender equality.

It is a requirement that the job holder fully complies with, promotes and lives

YWCA's Core Values:

FEMINISM

INCLUSION

EXCELLENCE

INNOVATION

INTEGRITY

KEY RESPONSIBILITIES

Administration:

- Pre-program administrative functions including but not limited to supporting the Encore Program Coordinator to:
- Identify and book guest speakers (minimum of four guest speakers confirmed a minimum of one month prior to commencement of each Program).
- Contact key stakeholders a minimum of two months prior to commencement.
- Contact participants' minimum of two weeks prior to commencement to confirm attendance. Liaise with the Encore Program Coordinator re changes.
- Check all participant enrolment forms, surveys, and other paperwork as required.

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Program Compliance:

- Facilitation and delivery of Encore's prescriptive land and pool-based exercises in accordance with YWCA Australia's National Facilitator Manual.
- Complete refresher training every two years.
- Complete Workplace Health and Safety Checklist prior to all programs.

Program Facilitation:

- General program support and facilitation including but not limited to:
- Management of key stakeholder relationships, as directed.
- Maintain participant attendance records.
- Facilitate completion of participant evaluation surveys in weeks 1 and 8.
- Return all completed paperwork in accordance with Encore term pack Checklist within two weeks of program completion.
- Undertake other tasks as assigned by the Encore Program Manager or Coordinator.

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Current First Aid certificate (including CPR)
- Moderate level of fitness including the ability to swim 25m
- Current Driver's License
- Strong supporter of Women's Rights and willing to push the boundaries.
- Team player who is approachable with strong interpersonal and listening skills together with the ability to empower.
- Results focused, self-motivated and a self-starter who goes above and beyond.
- Doesn't settle, strives for continuous improvement and has a high level of integrity.
- A demonstrated passion for social change and contributing to an organisation that advocates for equality.
- A valid state-based Working with Children or Working with Vulnerable People Check.

EMPLOYEE AGREEMENT

Name

Signature

Date