



**SUPPORTING MOB &**

**TAKING CONTROL OF OUR FUTURE**

## **Position Description**

**Position:** KBHAC Education Facilitator

**Responsible To:** CEO

**Status:** Full Time

## **THE ORGANISATION**

Kinchela Boys Home Aboriginal Corporation (KBHAC) is a survivor led Aboriginal community controlled organisation established to help restore and reconstruct the identity, dignity and integrity of Aboriginal men who were forcibly removed from their families and put into the Kinchela Boys Home (KBH), and to address the intergenerational trauma that adversely impacts on the lives of the men's families and descendants.

KBHAC has developed a unique survivor led approach to its governance and healing described as:

Survivor led – an approach to organisational governance and practice built on and informed by the guidance and unique insights offered by survivors and which, contributes to the social and emotional wellbeing of survivors, their communities and cultures. The KBH survivors own their stories and healing, leading from a place of self determination.

## **SUMMARY**

The KBHAC Education Facilitator is responsible for the delivery of Stolen Generations survivor led education programs under the banner of Kinchela Boys Home Aboriginal Corporation. The programs are delivered to primary and secondary aged students, community groups and other audiences across metropolitan and regional areas of New South Wales. The school student programs align with the current New South Wales and Australian curriculum standards.

## **KEY DUTIES AND ESSENTIAL JOB FUNCTIONS**

The KBHAC Mobile Education Centre Facilitator responsibilities include:

### **DELIVERY OF PROGRAMS**

- Support impactful KBHAC education programs to a range of target audiences
- Support impactful KBHAC education programs to children and young people aged 10 - 18
- Ensure KBHAC Mobile Education Centre programs meet school's relevant education needs, inclusive of all students and issues particular to each school.
- Establish and build relationships with schools and other community organisations and groups promoting the full range of programs and services
- Maintain pre and post visit contact to ensure best possible outcomes for schools
- Ensure the utilization of relevant resources to extend the learning of the programs
- Support teacher professional development sessions
- Support parent information sessions

#### TRAINING AND ONGOING PROFESSIONAL DEVELOPMENT

- Satisfactory completion of initial training period of 8-12 weeks which includes a combination of in the office and on-the-job training at various locations as provided by KBHAC
- Commitment to undertake additional professional development activities
- Successfully complete KBHAC training to update knowledge as required

#### PROMOTION OF KBHAC

- Promoting KBHAC education programs as necessary or when requested
- Participate, in public awareness events as necessary or requested
- Successfully develop and nurture relationships with external stakeholders

#### ADMINISTRATION

- Conduct pre-visit and post-visit administration including liaising with schools, coordinating bookings, ensure attendance records are kept up to date and gather feedback for best possible outcomes for future bookings
- Develop and update resources to effectively deliver KBHAC MEC Program

#### MOBILE EDUCATION CENTRE

- Assist with coordinating the logistics of the Mobile Education Centre (MEC)
- Liaison with schools to ensure the MEC arrives, the program runs, and the MEC departs efficiently and safely
- Ensure that high standards of cleanliness and safety are maintained in the MEC
- Coordinate maintenance tasks as required
- Maintain the MEC to the Occupational Health and Safety standards of KBHAC and follow the maintenance procedure

#### OCCUPATIONAL HEALTH & SAFETY

- Maintain health and safety standards and procedures in line with legislation and KBHAC policy and procedures
- Maintain comprehensive data related to incidents, including reporting of incidents as per KBHAC Policy and Procedures

#### EQUITY & DIVERSITY

- Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with KBHAC Employment policy

## **QUALIFICATIONS, SKILLS AND EXPERIENCE**

### **ESSENTIAL**

- This position is Aboriginal identified. Aboriginality is a genuine qualification for this position and is authorised by section 14a of the Anti-Discrimination Act, 1977.
- Demonstrated understanding of the history and effects of the forcible removal of Aboriginal and Torres Strait Islander children, including intergenerational trauma and lateral violence
- Experience in facilitating education programs to children, young people and adults
- Experience and expertise in engaging and empowering diverse groups
- Experience in impactful teaching and learning strategies to meet participant's needs and range of abilities.
- Ability to adapt, work independently and autonomously
- Capability to promote KBHAC programs to school communities and Aboriginal and non-Aboriginal target groups
- Initiative, motivation, flexibility and a strong work ethic
- Proficient in using information technology software
- Commitment to the mission and values of KBHAC

### **DESIRABLE**

- Tertiary qualifications in education
- Experience in delivering trauma informed wellbeing education to children, young people and audience
- An understanding of working with school communities or other diverse groups
- Experience in monitoring and evaluating the impact of program outcomes

### **OTHER REQUIREMENTS OF THE ROLE**

- This role requires facilitators to work in different school locations across the school year
- This role requires travel across the state and overnight weekday stays in regional areas for up to two weeks per term
- Facilitators require the personal physical ability to set up the MEC
- You must have a current driver's license
- A vehicle is provided for regional travel
- It is a mandatory requirement that you hold a current Police Clearance and Working with Children Check
- Home base for the KBHAC office is in Waterloo, Sydney

### **CONDITIONS OF EMPLOYMENT**

Award: SCHADS, LEVEL 4, paypoint dependant on experience

9.5% employer superannuation contribution

Hours of work 38 hours per week

Ability to access salary sacrificing including generous FBT exemption for charitable status

The granting of a NSW police check and Working With Children Check