

JFA Purple Orange

Team Member

Role description & person specification

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| **Title of Role: Limestone Coast Casual Facilitator****Term of Appointment: Casual – session based when required. Approximately 6 months from the date of commencement with possibility of extension.** |

**ABOUT THE ROLE**

**1. Summary of the role’s aim**

The Training Facilitator role in responsible for:

* Co-facilitate trainings and meetings for JFA Purple Orange projects: including Disability Inclusion Training (DIT) and/or SKILL (Strengthening, Knowledge, Ideas, Links and Leadership).
* Deliver trainings to various organisations and people in person in the local area.
* Conduct training sessions and meetings online.
* Encourage sharing of personal disability-related experiences.
* Trainings can be conducted for (but not limited to) state and local governments, community centres, and sporting/arts/recreation groups.
* Training sessions and meetings can last from 90 minutes to 4 hours.
* Facilitator must be based in the Limestone Coast area.
* Facilitators receive training to become familiar with the material and improve presentation skills.

**2. Main Benefits (Outcomes)**

This role will have the following benefits for people living with disability and the wider community:

Benefits of this role for people with disabilities and the community:

* Increase awareness, access, and inclusion for people with disabilities.
* Boost confidence in interacting with and supporting those with disabilities.
* Offer actionable methods to promote access and inclusion.
* Promote events and opportunities for people with disabilities.
* Help attendees connect with the peer support network.
* Identify chances to promote events within regional organisations.
* Foster strong relationships with stakeholders, including individuals with disabilities, their families, SKILL and JFA Purple Orange team members, and relevant community leaders and organisations.
* Contribute to training sessions and program improvements based on feedback.

**3. Main Deliverables (Outputs)**

The training facilitators’ main deliverables will include:

* Co-facilitate training sessions and meetings.
* Reviewing the training package.
* Giving feedback regularly.
* Suggesting improvements based on your experience.
* Sharing relevant personal experiences during training.
* Contribute to materials for promoting Purple Orange, like photos and bios for potential trainees, or quotes for Purple Orange's social media.

Project Lead and/or Project Officer will support you throughout the project.

**4.**  **Main work activities (Processes)**

The main work activities, with support from the Project Officer and Project Lead, will include:

* Co-facilitate sessions and meetings.
* Help finalise the training and meeting content.
* Travel to training locations and set up.
* Handle administrative tasks, like emails, timesheets, and surveys.
* Attend skill-building workshops.
* Give feedback on each training session.
* Improve the training based on feedback if needed.
* Find chances to promote Purple Orange to relevant organisations.
* Work with other JFA Purple Orange projects as requested.

**5. Reporting/Working Relationships**

**This role reports to:** Project Leader and/or Project Officer

**This role is responsible for maintaining good networks with stakeholders including:**

* People living with disability, and other people in their lives such as family, friends, and other supporters.
* JFA Purple Orange team members
* Schools, councils, community leaders and NGOs relevant to the work
* Government staff relevant to the work
* Providing administrative and logistical support for training sessions
* Liaising and providing support to other training facilitators.

**6. About the role holder**

**Essential Criteria:**

* Lived experience of disability.
* Location in Limestone Coast region.
* Strong social values, including a deep commitment to improving the life chances of people living with disability and their families, especially in relation to choose (Personhood) and inclusion (Citizenhood)
* Experience and demonstrated commitment to improving the life chances of people living with disability and their families.
* Strong knowledge and understanding of disability (e.g., through lived experience) that equips the candidate with authority and credibility to train others on the content.
* Strong oral communication and presentation skills
* Demonstrated organisational skills.
* Confident and friendly nature
* Access to reliable transportation

**Desirable criteria**

* Knowledge of current disability sector reforms initiatives and issues for people living with disability.
* Experience presenting or delivering training.
* Well-developed networks within the disability sector
* Demonstrated ability and openness to respond to questions ‘off script’.
* Technical proficiency, including experience with online delivery platforms like Microsoft Teams and/or Zoom.
* NDIS Worker Check.

**7. Special Conditions** (Such as travel requirements, frequent overtime, etc).

The role demands a commitment to:

* Be available for work related travel from time to time.

The role demands a commitment to:

* Support the integrity of JFA Purple Orange by maintaining a high standard of personal and professional conduct that supports our values, including:
* People living with disability having personal authority in their lives.
* People being active valued members of mainstream community life.
* Inclusive communities
* Capacity-building
* The exercise of ambassadorship
* The exercise of your best judgement in respect of safeguards for you, your fellow team members, people living with disability and their families, and other visitors to our organisation.
* Support and contribute to the achievement of the JFA Purple Orange’s goals as set out in strategy and business plan documents.
* Initiate, and participate in, activities in support of best practice, a learning organisation, and the generation of knowledge capital.
* Occasionally work outside of normal business hours where this is needed.
* May be required to travel regionally to deliver workshops within South Australia.
* Part of your employment, Julia Farr Association will organise a NDIS Worker Check.

Acknowledged by Role Holder ............................................... ........./....../.....

Role Sponsor................................................................ ......../......./.....

**HOW TO APPLY**

To apply for this role, please send a cover letter and your CV to inclusiontraining@purpleorange.org.au by Friday December 01, 2023.

In your cover letter, please tell us briefly how you meet the essential criteria.

If you have any questions, please call Tara Baird at Purple Orange office 08 8373 8333 or email inclusiontraining@purpleorange.org.au.

If this application process is not accessible for you, please contact us to arrange an alternative method of applying for this position.

We can consider offering alternative options to submitting a written job application. An alternative to submitting a written job application online could be doing a verbal application over the phone.

The Julia Farr group values diversity and encourages applications from all people. As an organisation, Julia Farr group are committed to creating a safe workforce for all. We welcome and encourage applications from Aboriginal and Torres Strait Islander people and LGBTI+. Our recruitment process is accessible, and we welcome enquiries and feedback regarding the accessibility of our processes.