

Position Description

Title	Dads' Group Facilitator
Status	Casual or Part time – funded till 30 th June 2027, 6-month probationary period
Reports to	SNH Manager
Location	531 Elizabeth Drive Sunbury – with some off-site work
Award	Neighbourhood Houses & Adult Community Education Centres Collective Agreement 2016
Classification	SCHADS Modern Award Schedule 3B Level 3
Terms	<ul style="list-style-type: none"> *12 hours per fortnight – to facilitate a weekly Dads' Group for Dads' and their children and a quarterly gathering. Duties include planning activities, set up and pack up, celebrate and promote the Dads' Group. Some out of hours / weekend work when required to represent SNH or participate in professional development. Group operates during the Victorian School Term Casually Employed; facilitator will be required 40 weeks per year. Part time will be offered for incumbent's consideration 1 calendar year from employment commencing. Casual employment attracts 25% casual loading, casual entitlements in the NHACE 2016 agreement and casual entitlements listed in NES, 6-month probationary period or Part Time Employed; facilitator will be required 52 weeks per year, except when on leave, entitlements as listed in the NHACE 2016 agreement. Alternate and equivalent duties will be negotiated with Manager during non-program weeks, 6-month probationary period <p>*Some fortnight, hours may vary depending on the activity being presented i.e. BBQ celebration / promotion may require more hours than a fortnight where group is the only activity delivered. Working hours and days may vary depending on demand, length of Victorian School Term and the schedule of public holidays applicable to Victoria.</p>
Date	05/04/2024

Background

Sunbury Neighbourhood House (SNH) is a not-for-profit, financially sound, incorporated community organisation located in Sunbury. It has served Sunbury and surrounding areas since 1996 by providing a range of programs and events to support community development.

SNH is funded by the Department of Families, Fairness and Housing (DFFH) through the Neighbourhood House Coordination Program (NHCP) and an annual grant from Hume City Council. Additional revenue is raised through delivery of programs, fundraising activities and successful applications for grants.

The purpose of SNH is to connect people in the Sunbury area to each other in their neighbourhoods by providing inclusive and accessible community focuses, community driven and community facilitated courses, workshops, programs and social events in a welcoming and fun environment.

Dads' Group will provide Dads' and their children a nurturing environment where dads can connect, share experiences, and receive evidence-based support to they can thrive in their parenting journey.

Dads play a significant and enduring role in the development and wellbeing of their children from infancy to adulthood. However, research indicates that new fathers can feel overwhelmed by the challenges of parenthood.

Peer-to-peer support networks for dads provide the opportunity to explore parenting challenges, provide support and connection to improve individual health and wellbeing. Dads' Groups will contribute to a safe and supportive family life, enabling fathers to be the best parents for their children and families.

The Position

The Dads' Group Facilitator reports to the SNH Manager and works in collaboration with SNH staff and volunteers to implement the SNH strategic plan

The Dads' Group Facilitator with SNH support will assist in establishing and facilitate new Dads' Groups and a quarterly celebration / recruitment activity. The program has been funded by the Department of Health till 30th June 2027.

The incumbent will facilitate an 8-week Dads' Group for local Dads and Father like figures and their children 0-5 years of age, organise and participate in a quarterly celebration / promotion activity.

Duties and Responsibilities

- Facilitate an 8-week Dads' Group, offering play activities and occasional guest speakers for Dads and their children aged 0-5 years
- Facilitate a quarterly celebration / recruitment for the following group i.e. BBQ, Pizza Night
- Encourage Dads' Group participants exiting to maintain Peer-to-Peer connections
- Inform exiting Dad's Group participants to local play opportunities
- Liaise with local services and organisations to arrange guest speakers to deliver evidence-based support to Dads' group
- Engage with and seek interests and current trends from program participants and consider this knowledge in the planning and implementation of the term's activities. Report emerging trends to Program Coordinator
- Set up, replenish and maintain a safe group environment for all participants. Liaise with Program Coordinator for consumable and equipment requests
- Welcome new participants to the group including SNH expectations of supervision
- Encourage, where appropriate and safe to do so a group pack up. Foster children's contribution and sense of responsibility by including them in preparation and conclusion of group
- Encourage conversation and role model play and connectedness with children
- Encourage Peer-to-Peer support and connections
- Follow up with participants to ensure their needs are being met in the program and if adjustments are required
- Share or seek local knowledge of services where necessary
- Supply and speak to reputable evidence-based literature that supports parent and child health and wellbeing
- Make sound use of group time to celebrate, publish and preserve group achievements and creations i.e. photos with consent, sending home paintings etc
- Observe and respond to ensure that the program is inclusive and supporting the SNH 2021-2025 Strategic Plan
- Maintain a safe and comfortable environment for all participants including signing only enrolled participants in to the program, tending to OHS hazards, maintaining a safe and well labelled storeroom, completing incident reports, sun safe practices, knowledge of and recording of all ingredients used in play-based activities
- Must be able to lift up to 10 kgs as daily set up and pack up is required
- Willingness to participate and support other SNH activities with the aim to promote and recruit for Dads' Group
- Willing to be part of the team at SNH

Skills, attributes and experience

Whilst no formal qualification is required to facilitate the Dads' Group, SNH is seeking someone with;

- An understanding and appreciation of the importance of play and connection in childhood development
- An understanding and appreciation of the importance in connection in parenting
- Enthusiasm, is creative and versatile thinker with the ability to work independently and represent SNH in a positive manner
- Who has the ability to ensure all participants of Dads' Group feel supported, equal, encouraged and can develop a strong sense of self, friendships within the group and the broader community
- Punctual, organised, reliable and committed
- Will work in line with Child Safe Standards, Community Development Principles and the ability to follow SNH policy and procedures
- Knowledge or willingness to learn about allergy awareness
- Computer skills; Office, Canva, Social Media and Wordpress an advantage

Salary and Conditions

- Participate in team meetings, the development of workplan and annual review
- Salary and conditions will be in accordance with the Neighbourhood House and Adult Community Education Centres Collective Agreement 2016, Schedule 3B SCHADS modern award Level 3, 12 hours per fortnight, with some flexibility to be negotiated with Manager and with consideration to the needs of the organisation and its participants
- SNH will contribute 10% superannuation to a fund of the applicant's choice
- SNH will contribute towards Long Service Leave
- Must maintain a clear to work employee WWCC, clear police check Victorian or International if applicable, obtain and maintain First Aid Level II
- 2 contactable referees

Applications

To apply please submit a 1-page cover letter introducing yourself and addressing why you are applying for the position and a 1-page resume, received in Word or PDF to be emailed to hope@sunburyhouse.com.au, posted to PO Box 2392 Sunbury 3429 or hand delivered to SNH by COB 4pm Thursday 16th May 2024.

Only shortlisted applicants will be contacted with interviews to be held in the afternoon of **Thursday 23rd May 2024**.