# Position Description

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| **Position Title** | **Playgroup Facilitator** |
| **Position Number** | Community Strengthening |
| **Division** | Community Strengthening |
| **Department** | Family, Youth and Children's Services |
| **Team** | Children’s Services Partnerships |
| **Position Status** | Part Time |
| **Classification** | Band 5 |
| **Position Reports to** | Senior Playgroup Facilitator |
| **Position Supervises** | NIL |
| **Date Reviewed** | June 2024 |

**Position Objective**

The Kingston City Council is committed to supporting families and children and operate Little Learners, Pop-up and Supported Playgroups that are professionally facilitated.

The Playgroup Facilitator will plan, coordinate and coordinate and implement a range of high quality facilitated playgroup sessions including playgroups that incorporate the smalltalk program with That focus on providing developmentally appropriate activities for children aged 0-5 years whilst supporting the individual needs of the families who attend the playgroup sessions.

The Playgroup facilitator will coordinate and deliver Pop-up Playgroups in a range of community settings on a regular basis and as required, to engage with families and promote the benefits of playgroups.

The role will also act as a central point of contact for community operated playgroups and other community services who operate playgroups to provide information and support.

**Key Responsibilities**

**1. Accessible and Quality Service Delivery**

• Plan and implement facilitated playgroup sessions in accordance with relevant frameworks and Council policies and procedures. The playgroup sessions should focus on developmentally appropriate activities for children aged 0-5 years that acknowledges and respects the age, development stage, religious, cultural and linguistic diversity of families attending the playgroup.

• Establish trust with vulnerable families and assist them to build supports and networks in the community through referrals to other service providers where appropriate.

• Promote the value of play and support participating parents and families to engage with their children through role-modelling strategies, information provision and discussion.

• Recognise and celebrate festivals and organise excursions and incursions for participating families in line with Council’s Risk Management policies and processes.

• Provide recommendations to Senior Supported Playgroup Facilitator regarding the purchase of toys, equipment and resources for the facilitated playgroups, and ensure that all equipment is maintained in good repair and safe condition.

**2. Administration, Planning and Engagement**

• Regularly monitor and respond to the general playgroup email inbox.

• Participate in all scheduled meetings as required including regular team meetings, networks, and others as appropriate.

• Develop relationships with key local stakeholders and community service providers and strengthen referral pathways.

• Provide support and information to community members and service providers who deliver community playgroups or would like to establish a new community playgroup.

• Monitor playgroup trends and community need, build relationships with relevant service providers, and make recommendations to the Senior Supported Playgroup Facilitator regarding themes, locations and frequency of pop-up playgroups and other strategies.

• Develop and implement communication strategies to promote attendance at Council operated facilitated and Pop-up playgroup sessions and maintain a list of community operated playgroups in Kingston.

• Accurately document and maintain records regarding programming and children and family’s participation in facilitated playgroups.

• Represent City of Kingston at official functions, meetings etc during and outside of normal working hours, always conveying a positive image of the City of Kingston.

* **Position Requirements**

**1. Accountability and Extent of Authority**

* The incumbent is financially responsible and accountable for:
  + NIL
* The incumbent is has delegated authority for:
  + NIL
* The incumbent is responsible and accountable for:
  + The incumbent is responsible for the development and delivery of quality playgroup activities in compliance with the requirements of guidelines, national standards, industry best practice and City of Kingston Policy.
  + The incumbent is expected to exercise discretion in relation to the role and to brief the Senior Supported Playgroup Facilitator on all relevant matters, on particularly sensitive issues and significant developments.
* **2. Judgment and Decision Making**

The incumbent is accountable for:

* Judgement is exercised within the framework of well-defined work plans, operational guidelines, Council policy and other guidelines, national standards and industry best practice.
* Guidance and advice is usually available within a reasonable time to make decisions.

**3. Specialist Knowledge and Skills**

The following knowledge and skills are required to be utilised:

* The ability to prepare business correspondence (eg. Emails, letters, flyers).
* Knowledge and practice of ethical behaviour.
* Knowledge of and experience in the delivery and establishment of supported and community operated playgroups or extensive experience working in early learning environments.
* Knowledge of current approaches to and the theories of early childhood (0-5 years).
* Knowledge of the playgroup guidelines and industry standards.
* The ability to use computer applications at a competent level, including Outlook, Teams, MS Word, Excel, PowerPoint, and HPE.

1. **Management Skills**

The following management skills are required to be utilised:

* The ability to work with minimal supervision using high levels of self-motivation, initiative, and an autonomous work style to achieve service goals and objectives.
* The ability to contribute to the development and evaluation of relevant operational policies and procedures.
* The ability to analyse issues, recommend and implement change.

1. **Interpersonal Skills**

The following interpersonal skills are required to be demonstrated:

* The ability to model appropriate child development practices and provide guidance and support to parents and caregivers to promote the benefits of play.
* The ability to gain cooperation, support and encourage participation from colleagues, families and children.
* Highly effective oral and written communication skills.
* The ability to identify and proactively solve problems relating to the delivery of playgroups.
* The ability to provide support and guidance to parent operated playgroups regarding operational and programming matters.

1. **Qualifications and Experience**

The following qualifications and experience are required for the position:

* Playgroup facilitation experience.
* Relevant Diploma qualification in Human Services (eg. Early Children’s Services, Community Engagement, Family Services or Education)

**Shared Organisational Responsibilities**

Kingston City Council (Council) has the following expectations of all employees:

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| **Values and Behaviours** | The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston’s ethics and values, including the Code of Conduct. Kingston’s Values are:   * We make a difference * We show care and respect * We take pride in our work * We are better together |
| **Safe Workplace Actions** | The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times. |
| **Policies and Procedures** | The responsibilities of this position are completed in line with all council policies related to the position. |
| **Legislative Framework** | The responsibilities of this position are completed in line with the relevant legislative framework of the position’s department. |
| **Equal Opportunity and Child Safe Standards** | The City of Kingston is an equal opportunity and child safe employer.  The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best.  We value the diversity of lived experience and the positive impact this can have on outcomes for the Kingston community. We value employees from all backgrounds, identities, and experiences such as; Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQA+ communities, culturally and linguistically diverse persons and persons with a disability. |

**Prerequisites**

* Valid Right to Work in Australia
* Undertake and maintain a current National Criminal Records Check
* Hold and maintain a Working with Children Check
* Pre-employment Medical Assessment
* Pre-employment Health Declaration
* Driver’s License valid in Victoria
* Reliable comprehensively insured motor vehicle

**Inherent Requirements**

**Category A –** This role has been assessed as a high risk and / or manual handling role.

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form.**

**Variation to conditions of employment**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

**AGREEMENT:**