



POSITION DESCRIPTION

Position	Senior Cultural Facilitator	Position Number	XXXX
Reports to	Team Leader – Learning & Development	Direct Reports	N/A
Status	Permanent	Time Fraction	Full time
Award	SCHCDSI Level 5	Location	Preston

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The role of Senior Cultural Facilitator is to support the growth of VACCA staff and sector capability in terms of building cultural understanding across the sector. A key component of the role is to develop and facilitate cultural training packages externally and provide cultural advice internally to the Learning & Development (L&D) Practice Training Leads to ensure all VACCA training packages have a cultural lens.

KEY RELATIONSHIPS

Internal: L&D team, wider Client Service Practice team

External: Community Service Organisations, Government Departments including DFFH and Child Protection

KEY SELECTION CRITERIA

ESSENTIAL

To be successful in this role you will be able to demonstrate:

- Commitment to and understanding of the values that underpin VACCA' vision and purpose
- Awareness and appreciation of Aboriginal societies and cultures, along with awareness of the key issues which impact upon Aboriginal communities, and commitment to continually build knowledge in this area



- Relevant experience in the child and family welfare sector including experience working with Aboriginal children, families and communities
- Ability to communicate in a clear, culturally appropriate and respectful way with a range of stakeholders
- Strong understanding of and experience conducting training needs analysis along with designing, writing and delivering high-quality, relevant training packages to address the identified need
- Capacity to engage and work with a diverse range of people along a continuum of cultural awareness and cultural competency
- Commitment to continuous improvement
- Experience and confidence in workshop facilitation and/or public speaking
- Excellent prioritisation and organisational skills with an ability to work autonomously
- Willingness to work proactively in a team environment

REQUIREMENTS

- Tertiary qualification in adult learning or related field
- Current employment working with children check card
- Clear police check

DESIRABLE

- Diploma of Community Services

POSITION ACCOUNTABILITIES

CORE ACTIVITIES

At all times in accordance with VACCA's vision, purpose, values, principles and practice, and with oversight by the Team Leader, the Senior Cultural Facilitator will:

- Promote organisation values and behaviours across the agency towards building a culture that is strong and adaptive and encourages life long learning
- Deliver VACCA's Cultural Awareness training package, seek feedback and review this program with a view to continuous improvement
- Facilitate innovative, customised cultural learning and development training packages for external stakeholders
- Regularly review and update learning materials and maintain resources to support the delivery of all training programs
- Work with the wider team on the implementation and evaluation of internal and external projects
- Manage multiple facilitation projects simultaneously
- Research and implement best practice and emerging andragogy in all training programs
- Actively contribute to team meetings and participate in relevant organisational meetings, forums and development opportunities
- Complete associated administrative tasks including record keeping
- Provide additional support to the wider team and organisation



VACCA
Connected by culture

RELATIONSHIP MANAGEMENT

- Maintain successful working relationships to engage key internal stakeholders
- Actively engage with and support external agencies and government departments to provide high quality training programs on time and within budget

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier X) level which requires mandated MARAM Family Violence Screening & Identification training and responsibilities.