



USE OF POSITION DESCRIPTION	
1. Appointment to this new position	
POSITION DETAILS	
POSITION TITLE	Young Luv Workshop Facilitator
FULL TIME EQUIVALENT	Casual
REPORTING STRUCTURE	Reports to Manager Community Engagement
POSITION DIMENSIONS (BUDGET)	Nil Budget
PURPOSE - Why does this position exist?	
To work collaboratively with Community Engagement, Koori Women's Place and Reception staff members to provide administrative, event and program support and to assist with the planning, delivery and evaluation of Young Luv workshops.	
RESPONSIBILITIES	
<p>Assist with the planning, set-up and clean-up of events and activities organised for Aboriginal women as part of an annual calendar hosted by the Koori Women's Place</p> <p>Contribute to the delivery of special events which promote the work of Djirra to external stakeholders, partners, funders and other interested parties</p> <p>Together with colleagues, ensure that the Community Engagement facilities, displays, kitchens, workshop and storage areas are maintained in a tidy, attractive and welcoming manner</p> <p>Undertake administrative tasks, such as data entry, word processing, filing, answering phones, across all functions of Community Engagement</p> <p>Assist with the organisation of Young Luv workshops by photocopying materials, packing promotional goods, following up on enquiries and attendance numbers etc</p> <p>Facilitate Young Luv workshops as part of a team and contribute to the data collection and evaluation of the workshop</p> <p>Participate in and contribute ideas to meetings and workshops convened as routine, and sometimes, development work within Community Engagement.</p> <p>Occupational Health and Safety</p> <p>Follow, and help others to follow, all health and safety procedures, and participate in all relevant training and complete timely reporting of any hazards, injuries or incidents.</p> <p>Proactively report on opportunities for improved health and safety.</p>	
DECISION MAKING AUTHORITY	
<p>All decision making within scope of responsibilities</p> <p>Recognise when to involve / escalate to the Community Engagement Manager and Cultural Advisor</p>	
KEY INTERACTIONS	
<p>Internal:</p> <p>Community Engagement Manager and Cultural Adviser, and colleagues within Community Engagement and the Koori Women's Place</p> <p>All Djirra team members in Melbourne and regional offices</p>	<p>External:</p> <p>Aboriginal women who visit the Koori Women's Place individually and in groups.</p> <p>Community organisations, partners, stakeholders and service providers</p>



KEY SELECTION CRITERIA (KSC)	
QUALIFICATIONS	
<p>Essential:</p> <ol style="list-style-type: none"> 1. Demonstrated ability to work effectively and sensitively, from a cultural perspective, with Aboriginal women, teenagers, organisations and communities 2. A Victorian Driver's Licence and a willingness to drive to Djirra offices and event/workshop locations across Victoria 	<p>Desirable:</p>
EXPERIENCE	
<p>Essential:</p> <ol style="list-style-type: none"> 3. Demonstrated sound and effective interpersonal skills which show respectful and culturally sensitive understandings 4. Sound oral and written communication skills 5. Highly developed practical problem-solving skills 6. Effective facilitation skills in meeting and workshop settings 	<p>Desirable:</p>
COMPETENCIES	
TECHNICAL COMPETENCIES	
PC skills, including familiarity with MS suite of tools.	
GENERIC COMPETENCIES	
Sensitivity, insight, humour and warmth dealing with all people, but especially with those who may have experienced challenging circumstances over time such as trauma, discrimination and cultural and/or social isolation.	
ACKNOWLEDGEMENT	
I acknowledge that I have received a copy of the Position Description and have read and understand its contents.	
<p>Employee Signature: _____</p> <p>Name: _____</p>	<p>Date: / /</p>
<p>Direct Manager Signature: _____</p> <p>Name: _____</p>	<p>Date: / /</p>



DJIRRA POSITION DESCRIPTION

HR MANAGER CHECKLIST	
<ul style="list-style-type: none"><input type="checkbox"/> Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.<input type="checkbox"/> Place one copy of completed form and any attachments on the employee's Performance File.<input type="checkbox"/> Retain original completed form and any attachments on the employee's Personnel File. <p>Initials: _____ Date: _____</p>	