

POSITION DESCRIPTION



JOB TITLE	PlayPLUS Facilitator
DEPARTMENT	Early Intervention
REPORTS TO	State Manager, Community and Early Intervention Programs
LOCATION	Various, however this position requires the staff member to travel from PlayPLUS locations to Playgroup NSW Head Office for supervision, training and team meetings. Head Office for Playgroup NSW is located in Rosehill NSW.
SUPERVISES	PlayPLUS Support Workers
SALARY	SaCS award, plus 9% superannuation
HRS	3.5 hours per 2 hour session
TENURE	Part time, subject to ongoing funding
APPROVED BY	Chief Executive Officer
DATE	21 st September 2009

ORGANISATIONAL SUMMARY

Playgroup NSW is an incorporated association established in 1972. It has over 20,000 members and 33,000 children using its services. We support and resource 1750 Playgroup sessions weekly and are fortunate to be supported by more than 450,000 volunteer hours every year. Playgroup NSW engages with young families who want to be part of their community through Playgroup and our strength lies in our grass roots reputation for positive parent child interactions and friendly family networks that are made through Playgroup attendance and many of which last a lifetime. Playgroup NSW has been part of the lives of 3 generations of Australian families from all communities and backgrounds who have direct positive experience of our ongoing support and expertise.

The Board

As an incorporated association, Playgroup NSW is governed by a Board of Management with a focus on broad representation of current Playgroup consumers (including a mandated inclusion of Board members from rural areas). The role of the Board is to establish the organisational purpose and strategic direction, develop and monitor policies, work closely with the Chief Executive Officer to ensure that the Association's objectives are met, and to ensure the survival of the Association over time. The Board ensures that the organisation supports members appropriately, provides flexible and relevant Playgroup and parent support services and meets the responsibilities of all legal, financial and contractual obligations.

The Staff

Playgroup NSW is managed by a dedicated staff team lead by the CEO, who is responsible for the day to day operations of the organisation. Playgroup NSW has a team of skilled and experienced staff in both metro and rural areas that are available to assist Playgroups with their enquiries and provide support and training in the establishment and management of new groups across NSW. Child development workshops, parenting training, resources and support are also provided to families and professionals in metro, regional and remote communities. In addition to the PlayPLUS program, Playgroup NSW currently manages and supports parent-lead Community Playgroups; staff-facilitated Supported Playgroups for families with additional needs; MyTime groups, which are facilitated parent



support groups for families with children with a disability; and PlayConnect groups for families and children with Autism and Autism-like features.

Office staff provide a phone referral service for prospective members searching for a new playgroup, and provide information and support to assist families find the right playgroup for them. Our Head Office staff compile and distribute a range of useful Playgroup information, starter kits, updates and helpful resources on a regular basis. Our Helpline is available to all and answers inquiries on issues relevant and important to playgroup development and management including promotions, insurance, conflict resolution, fundraising advice and venue leasing concerns for prospective or affiliated groups.

We have a team of itinerant Regional Development Consultants who work directly with groups to provide support and training. They promote the work of the association to the wider community; provide Interactive Baby, Playgroup Management, PlayDates and a range of parenting workshops for families with young children; and engage with professionals across the Early Childhood, Health and Community Services sector to promote the benefits of Playgrouping for all families. We also employ an additional team of part time staff with a diverse range of skills and experience to facilitate and support the day to day activities of the more than 75 Supported Playgroups, PlayPLUS, MyTime and PlayConnect groups across NSW.

Playgroup NSW receives ongoing funding from both State and Federal Governments, as well as membership fees and sponsorships and has an annual turnover of more than \$2,800,000.

JOB PURPOSE

The desire of parents for their children to participate in a quality early childhood experience has lead to the creation of a new playgroup model in NSW, the new teacher lead Playgroup.

'PlayPLUS' brings together the strength of a parent managed playgroup with the expertise of a trained (or qualified) Early Childhood Professional. Parents continue to attend the group, assuming volunteer roles as with other playgroups, but the children's and parent's play experiences are guided by a teacher employed by Playgroup NSW. A creative, age and developmentally appropriate play program is facilitated alongside parents to provide a range of activities for babies, toddlers and preschoolers.

PlayPLUS is a facilitated playgroup program for families with children from birth to school age. The PlayPLUS Facilitator provides support to families with young children by coordinating, in partnership with families, a quality play experience.

The PlayPLUS play experience is conducted in a group setting with parents or care givers of children in attendance. The Facilitator's role includes establishing a safe, developmentally and age appropriate play setting inclusive of both the parent and child.

REPORTING RELATIONSHIPS AND ACCOUNTABILITY

The PlayPLUS Playgroup Facilitator is a member of a team reporting to the State Manager, Community and Early Intervention Programs.

The position collaborates with other staff within Playgroup NSW and other State and Territory Playgroup Associations.

It is the Facilitator's role to also ensure that all reports and legislative processes are completed within set time frames



KEY DUTIES AND RESPONSIBILITIES

Successfully manage the PlayPLUS activity in line with the Association's policies and procedures including:-

- ensuring all families in attendance are financial members of Playgroup NSW to ensure insurance coverage;
- establishing a safe play environment including regular safety audits of the playgroup and implementation of child protection risk strategies;
- maintaining updated member information in accordance with the Association's Privacy policy;
- ensuring that enrolments are completed and lodged with Playgroup NSW prior to acceptance of a family for a place in the group
- keeping accurate attendance records of all participating families
- encouraging and supporting the Playgroup's volunteers to ensure a high degree of service delivery.

To be proactive in responding to the needs of local families by designing, developing and monitoring a high quality play experience including:-

- planning play based learning activities for children from birth to 5 years in consultation with participating families;
- coordinating the play experience to ensure a high degree of parental involvement and ensuring children's experience are enriching and culturally sensitive;
- supporting families to engage in play with their children using the Playgroup NSW Activity Planning resources and program guidelines
- providing the families with information and resourcing about the developmental value of the play activities undertaken.

Implement and oversee PlayPLUS Playgroup Project evaluation activities (both tasks and reports) including:

- In accordance Playgroup NSW requirements – ensure that PlayPLUS Playgroups Facilitator collects evaluation data from participants and partners as required
- Prepare Progress Performance Reports in accordance with the Playgroup NSW requirements for the implementation of the PlayPLUS Playgroup Project
- Implement satisfaction surveys throughout the project
- Implement best practice learnings to improve program quality



SKILLS AND KNOWLEDGE REQUIRED

Specialist Qualifications, Experience and/or Training

- Tertiary qualifications and experience in Early Childhood.
- Experience in project management, including demonstrated ability to lead a small team of paid and voluntary staff.
- A demonstrated ability and affinity to work within a multi-disciplinary team to achieve program objectives and organisational goals
- Current Driver's licence
- A high level of computer literacy, proficient at data collection and report writing
- Experience working with CaLD/ Indigenous families highly desirable.

Key Competencies

Teamwork: Demonstrates a team orientation and spirit to build and maintain co-operative and productive relationships. Observes appropriate reporting structure.

Oral, written communication: Understood when communicating orally. Listens actively and encourages further communication. Writes with professional flair, with a clear purpose using appropriate language.

Initiative: Demonstrates self reliance and resourcefulness, is pro-active, and anticipates developments. Does more than is specifically required.

Dependability: Can be relied upon to meet deadlines. Consistently punctual and regular in attendance. Effectively follows up on assignments. Fulfils all commitments.

Flexibility: Appropriately changes approaches to situations to achieve a desired result.

Empathy: Recognises and responds appropriately to the needs and feelings of others, particularly families who are marginalised.

Social Justice: A commitment to the principles of social justice, access and equity for disadvantaged families



SELECTION CRITERIA

- SC1 Tertiary qualifications with considerable experience in Early Childhood
- SC2 A demonstrated understanding of play based learning and the application of such in a group setting
- SC3 A sound ability to plan, implement and monitor programs for families with young children and to document outcomes within specified timeframes
- SC4 Experience in communicating as a professional with parents and children in community settings
- SC5 Excellent interpersonal skills and ability to communicate and network with stakeholders from varying social contexts, and other professionals within the field
- SC6 The ability to work in a small team environment to achieve team goals
- SC7 Experience in report writing and the preparation of other professional documents and publications for a variety of audiences and purposes

REQUIRED LICENSES/CERTIFICATIONS

NSW Driver's Licence

Senior First Aid Certificate (or willingness and capacity to acquire such)

Approved status for working with Vulnerable Persons under the NSW Working with Children Check

NB: Prohibited Persons Declaration is required prior to employment in the role

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Work is physical in nature and may require lifting, pushing and carrying items of play equipment and/or children's furniture.

It may also involve some hours of office work which is primarily sedentary in nature.

Extended hours of travel by various modes of transport may be required on an irregular and infrequent basis.



CONDITIONS OF EMPLOYMENT

- Use of a personal vehicle for approved business purposes, except travel to and from the principal place of work and home, will be reimbursed at the rate contained in Playgroup NSW's formal written policy.
- Infrequent intrastate and interstate travel may be required and associated expenses will be reimbursed
- Some after hours and weekend work will be required on an irregular and infrequent basis. Time in lieu will be provided for this in line with Playgroup NSW flexi hours policy
- Duties and responsibilities are regularly reviewed in accordance with the changing needs of the association and community needs
- This position is offered on an initial 12 month contract, with continuation after that date subject to satisfactory performance and the staffing needs of the Association.
- Projects will vary according to funding and duration
- A full time position at Playgroup NSW is 37.5 hours per week. All pro-rata leave conditions are calculated from that basis.
- This position is offered as a part time position of 3.5 hours per week for a 2 hour session (the employee may be employed for multiple sessions)
- Annual Leave - twenty days per annum pro-rata (majority to be taken during December/January office shut down period)
- Personal leave – after three months of service – 10 days per annum pro-rata cumulative
- Superannuation and Long Service Leave – as per Federal Government guidelines
- Probationary period of three months
- Position is subject to satisfactory performance review with 12 monthly reviews.
- Termination – during the probationary period two weeks notice is required by either party (unless misconduct is involved).
- Termination – after the probationary period, one months notice is required by either party (unless misconduct is involved).

WORKING FOR PLAYGROUP NSW INC.

Playgroup NSW Inc. is a not-for-profit community organisation with a long history of serving young children and their families. As such we pride ourselves on being a very family friendly organisation and welcome applications from experienced professionals who may be considering returning to work after child rearing or those with ongoing family commitments.



We can provide flexible working arrangements for the right person, with an understanding that our teamwork approach is an important feature of working in our organisation.

Indigenous Australians and/or those from culturally and linguistically diverse backgrounds are encouraged to apply and will be welcomed into our diverse and knowledgeable team.

Ours is a small and friendly office with a strong customer focus and an overarching ethos of continuous improvement and support for individual, professional and organisational growth.

We look forward to working with you!

AGREEMENT

I have read the above Position Description and Conditions of Employment and accept them.

Employee Name:

Signature:

Date:

Employment confirmed by Chief Executive Officer or her delegate

Name: Deborah Ryan

Signature:

Date:

Position Description approved 21 September 09

