

## Programme Facilitator – Position Description

### New Zealand Playcentre Aotearoa Vision/Mission:

Whānau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whanau are strengthened and communities enriched

### Purpose of the Position

The Programme Facilitator is responsible for the planning, running and evaluation of the Space session/s and to ensure these sessions help parents and their babies to connect with other parents, explore parenting and children's development in a safe, facilitated environment.

Please note this job description may change from time to time as reasonably required by Playcentre Aotearoa.

### Reporting

Whānau Programme Lead

### Key Relationships

- Whānau Programme Lead
- Programme Facilitators
- Regional Funding Administrator
- Parents and Whānau



Key accountabilities	
Pre- and Post - programme Facilitation	<ul style="list-style-type: none"> <li>• Plan discussion topics and prepare session outlines to be delivered on session/s.</li> <li>• Set up sessions (15 minutes before) prior to the programme and ensure centre is in order, tidy and secure at the conclusion of the session.</li> <li>• Ensure the Whānau Programme Lead is regularly informed of session numbers, lack of attendance, withdrawals, availability of places, and any broken equipment or facilities needing repair.</li> <li>• Ensure parents or caregivers are phoned / texted if absent for three sessions.</li> <li>• Be fully responsible for safe conduct on session.</li> <li>• Ensure Space equipment is clean, safe and packed away ready for the next session/s.</li> <li>• Plan and evaluate the programme and ensure all evaluations and feedback are submitted on time.</li> <li>• Act as a liaison person between the centre and the Whānau Programme Lead as required.</li> <li>• Complete initial facilitators training, carry out further training requirements and keep a training record of professional development.</li> <li>• Attend Space facilitator meetings as required.</li> </ul>
Programme Facilitation	<ul style="list-style-type: none"> <li>• Participate in the delivery of discussion topics.</li> <li>• Initiate a child profile for each infant and encourage parents to contribute to it and include “home” stories in their profile/s.</li> <li>• Ensure session/s explore aspects of Te Whāriki – covering music and movement, rhymes, books and a variety of play experiences.</li> <li>• Be mindful of each infant as an individual, their stage of development and plan to support, enhance and enrich their learning.</li> <li>• Incorporate te reo me tikanga māori in sessions.</li> <li>• Introduce and incorporate Heuristic Play, music, storytelling elements and encourage its use at session and at home.</li> <li>• Encourage contribution by parents/caregivers/whānau on various topics available and incorporate it to the programme to suit the needs of the group.</li> <li>• Invite an experienced centre member to promote Playcentre in the last month of the programme.</li> <li>• Ensure enrolment forms, attendance, immunisation, sleep records are completed and up to date.</li> <li>• Ensure emergency (fire and earthquake) drills are held as per guidelines and recorded on the centre tablet.</li> </ul>
Bi-cultural partnership	<ul style="list-style-type: none"> <li>• Participate in ongoing Treaty and Bicultural related training and other appropriate professional development.</li> <li>• Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa.</li> <li>• Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.</li> </ul>

Centre focused	<ul style="list-style-type: none"> <li>All Playcentre employees have responsibility for ensuring that their role and contribution to the development, co-ordination and provision of services or support proactively helps centres to be able to undertake their work.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Undertake their work safely and do not participate in activities that may place others in danger or risk.</li> <li>Comply with all H&amp;S information, instruction, training and supervision.</li> <li>Report any health &amp; safety hazards, risks and incidents in the workplace immediately to the Accounts Manager.</li> <li>Comply with all requirements of return to work and rehabilitation plans.</li> </ul>

<b>Key competencies</b>	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> <li>Acknowledge and respect everyone as being grounded in their culture.</li> <li>Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions.</li> </ul>
Building relationships	<ul style="list-style-type: none"> <li>Be dedicated to meeting the expectations and requirements of the wider Playcentre community.</li> <li>Develop strong relationships with individuals and groups.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>Communicate in a respectful tone and manner.</li> <li>Listen actively and communicate effectively with others.</li> </ul>
Personal Resilience	<ul style="list-style-type: none"> <li>Promote a healthy work environment.</li> <li>Manage your personal health and emotional well-being.</li> <li>Recognise when to ask for support when under stress.</li> </ul>
Consultation & collaboration	<ul style="list-style-type: none"> <li>Support stakeholders (internal and external) and build trust.</li> </ul>

<b>Key competencies</b>	
Delivering results	<ul style="list-style-type: none"> <li>• Ensure that work and information are complete and accurate</li> </ul>

<b>Person Specification</b>	
Required	<ul style="list-style-type: none"> <li>• Minimum Course 3 of the Playcentre Education Diploma or equivalent ECE Qualification L4 or above</li> <li>• Completed Space NZ Facilitators training (will be provided)</li> <li>• Current first aid certificate</li> <li>• Open and personable interpersonal style</li> <li>• Good verbal and written communication skills</li> </ul>
Desired	<ul style="list-style-type: none"> <li>• Knowledge of Playcentre and a commitment to uphold Playcentre philosophy</li> <li>• Knowledge and experience within a charitable organisation</li> <li>• Some knowledge of licensing and funding requirements</li> </ul>