

Position Description - Programme Facilitator Kaitakawaenga Hōtaka

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 whānau are strengthened and communities enriched

Purpose of the Position

The Programme Facilitator is responsible for the planning, delivery, and evaluation of the programme. They will ensure that participants are supported to build relationships with each other and that they are enabled to develop and explore parenting skills and children's development in a safe environment.

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

Place of Work

Playcentres

Reporting

The Programme Facilitator – reports to the Whānau Programme Lead.

Direct Reports

nil

Delegations

nil



“Whānau tupu ngātahi – families growing together”

Key Relationships

- Regional Funding Administrators
- Regional Support teams
- Centres / Centre members
- Programme participants

Key accountabilities	
Leadership	<ul style="list-style-type: none">• Generates confidence and commitment, leading by example, demonstrating and modelling Playcentre values. Provides clear direction enabling others to perform to their optimum. Shows respect to others, building strong interpersonal relationships, drawing on a wide range of communication skills to inform, listen and persuade.• Consistently behaves in an honest, ethical and professional manner. Promotes and advocates for the highest of personal and professional behaviour and evaluates the performance of staff in the light of those values.• Set objectives and drives results.• Encourages engagement by being inclusive and by sharing knowledge and expertise

Role Specific	<ul style="list-style-type: none"> • Plan discussion topics and prepare session outlines to be delivered on session/s. • Setup sessions (15 minutes before) prior to the programme and ensure centre is in order, tidy and secure at the conclusion of the session. • 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. • Ensure parents or caregivers are phoned / texted if absent for three sessions. • Be fully responsible for safe conduct on session. • Ensure Space equipment is clean, safe and packed away ready for the next session/s. • Plan and evaluate the programme and ensure all evaluations and feedback are submitted on time. • Act as a liaison person between the centre and the Whānau Programme Lead as required. • Complete initial facilitators training, carry out further training requirements and keep a training record of professional development. • Attend Space facilitator meetings as required. • Participate in the delivery of discussion topics. • Initiate a child profile for each infant and encourage parents to contribute to it and include "home" stories in their profile/s. • Ensure session/s explore aspects of Te Whāriki – covering music and movement, rhymes, books and a variety of play experiences. • Be mindful of each infant as an individual, their stage of development and plan to support, enhance and enrich their learning. • Incorporate te reo me tikanga māori in sessions. • Introduce and incorporate Heuristic Play, music, storytelling elements and encourage its use at session and at home. • Encourage contribution by parents/caregivers/whānau on various topics available and incorporate it to the programme to suit the needs of the group. • Invite an experienced centre member to promote Playcentre in the last month of the programme. • Ensure enrolment forms, attendance, immunisation, sleep records are completed and up to date. • Ensure emergency (fire and earthquake) drills are held as per guidelines and recorded on the centre tablet.
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Bi-cultural partnership	<ul style="list-style-type: none"> Participate in ongoing Treaty and Bicultural related training and other appropriate professional development. Encourage and understand the importance of the dual heritage of New Zealand/Aotearoa. Recognise the principles of Te Tiriti o Waitangi and how they relate to Playcentre.
Centre focused	<ul style="list-style-type: none"> All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.
Health and Safety	<ul style="list-style-type: none"> Undertakes work safely complying with the Health & Safety at Work Act 2015 and taking responsibility for your own actions. Complies with all H&S information, instruction, Playcentre policies and procedures, training and supervision. Reports any health & safety hazards, risks and incidents in the workplace immediately. Complies with all requirements of return to work and rehabilitation plans.

Key competencies	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> Actively engages in promotion of Māori cultural values. Recognises that others will bring/apply their cultural perspective to all discussions, decisions, and actions. Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.
Analytical thinking	<ul style="list-style-type: none"> Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes. Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.
Building relationships	<ul style="list-style-type: none"> Ability to establish trust and confidence of stakeholders. Honest, respectful and open in delivery of communication.

Key competencies	
Communication with influence	<ul style="list-style-type: none"> • Earns respect through competence in role and acting with honesty and integrity. • Conveys and supports agreed messages with relevant examples, demonstrations and stories. • Solution focused. • Be available for the Playcentre community to find a common ground and viable solutions that meet their needs as well as the needs for the centres.
Consultation & collaboration	<ul style="list-style-type: none"> • Provide expert and valued advice to support stakeholders (internal and external) and build trust. • Draws on own knowledge and expertise to provide relevant advice to stakeholders.
Delivering results	<ul style="list-style-type: none"> • Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results. • Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.

Person Specification	
Skills and Attributes	<ul style="list-style-type: none"> • Excellent relationship management skills- proven ability to interact effectively and confidently with a range of stakeholders. • Excellent communication skills, both oral and written. • Organised - excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask. • Recognises the “big picture” in issues while also attending to detail. • Open and personable interpersonal style • Good verbal and written communication skills • Motivated and results orientated. • Positive attitude with proven customer focus. • Proficient in working collaboratively. • Committed to Playcentre philosophy and values.

Qualifications and Experience	<ul style="list-style-type: none"> • Minimum Course 3 of the Playcentre Education Diploma or equivalent ECE Qualification L4 or above is desired • Minimum PIA of the Playcentre Education Diploma or equivalent ECE Qualification L4 or above (casual only) • Completed Level 1 Facilitator training (will be provided) • Current first aid certificate • Experience in a comparable position desirable. • Prior experience of leading or managing a team of people desirable. • Community Development / Playcentre experience or knowledge is desirable.
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