



KWY Role Description

1. Role details

Job Title	Adult Community Education Program Facilitator
Start date	As soon as possible
Location	Parkside, South Australia
Salary	SCHADS Level 5.1
Job Status	Full time (part-time negotiable)
Reports to	Program Coordinator

2. ROLE CONTEXT

The Community Education Program Facilitator is responsible for developing and delivering a non-accredited training plan using the non-accredited training framework for a new Adult Community Education (ACE) program as part of the Skills and Education for Employment (SEE) Initiative. This program will be designed to support Aboriginal adults seeking to gain the English language, literacy, numeracy and digital literacy (LLND) skills to prepare them to join or rejoin the workforce. As part of this, a module will be developed that teaches foundation skills in line with relevant competencies. The role centres on trauma-informed, narrative oral communication, empowering participants to develop problem-solving skills, systems literacy, and financial stability. The educator facilitates group learning, promotes independence, and supports wellbeing in education and workplace contexts.

This is an opportunity for an educator to contribute to a community development project that aims to reach beyond teaching the foundation skills to make lifelong change for the participants. Through culturally responsive facilitation, the program supports individuals in building confidence, resilience, and practical life skills that contribute to long-term personal growth, social inclusion, and readiness for education and employment pathways.

3. ESSENTIAL CRITERIA



1. Certificate IV in Training and Assessment (TAE40110 or equivalent).
2. Demonstrated experience in the design and development of LLND courses.
3. Experience in delivering LLND courses, including financial literacy and basic numeracy.
4. Demonstrated knowledge, experience and understanding of working with Aboriginal and Torres Strait Islander families and communities.
5. Excellent oral and written skills, with the ability to write case notes and referrals.
6. Ability to work effectively in a team, and independently as required.
7. Ability to work in a sensitive, complex and demanding environment with a high degree of autonomy and self-management.
8. Strong computer skills with ability to learn client data systems.
9. Must hold a current South Australian drivers' licence, be willing to drive a work vehicle.
10. Must hold or be willing to obtain and keep current, Child Safe Environments Training (Through Their Eyes).
11. Must hold a current or be able to obtain the following: DHS Working with Children Check, Working with Vulnerable Person's Check and National Police Check.

4. DESIRABLE CRITERIA

- Diploma of Vocational Education and Training (TAE50122) with a specialisation in Design and Development or an equivalent Adult LLND qualification with relevant specialisation in design and development.
- Experience in Community Services, Youth Work, Human Services, Health Sciences, and/or equivalent
- Knowledge of issues pertaining to parenting, education, homelessness, addiction, and mental health.
- Demonstrated understanding of Narrative Principles of Practice with emphasis on Aboriginal and Torres Strait Islander Communities.

5. Primary Outcomes and Accountabilities

Direct Service Work

- Develop and deliver approved non-accredited LLND training tailored to community needs, in line with relevant competencies.
- Conduct Pre-Training Assessments and develop Customised Training Plans for each participant using the relevant frameworks.
- Providing quality training and assessment services to Participants in line with training and assessment standards
- Providing flexible SEE program delivery and workplace-based programs across delivery locations including workplaces, outreach and community pop up sites
- Maintain participant engagement and ensure culturally safe learning environments
- Collect and report participant data using the SEE System



	• Support mentors and trainers in obtaining relevant certifications • Assist individuals to access community resources and opportunities to improve and address therapeutic needs. • Promote and implement quality service responses that are underpinned and informed by KWY values. • Work collaboratively with KWY staff and clients. Adhere to legislative requirements that inform the work of KWY, in particular the Children and Young People (Safety) Act 2017 and Statutory systems.
Administration and Record Keeping	• Keep all necessary records in accordance with KWY policies and procedures • Assists in the production of reports regarding program progress and results • Prepare for and actively participate in regular supervision sessions and professional development and training. • Collect client data in keeping with professional and organisational standards. • Provide timesheets, travel logbook, worker expenses and other administration data according to organisational policy and procedures. • Work within budget parameters for worker expenses and mobiles phones. • Undertake other administrative and office management tasks as required. • Practice self-care strategies and apply safety procedures in all work practices.
Stakeholder engagement	• Build relationships with stakeholders. • Attend meetings with stakeholders. • Conduct consultation with a variety of stakeholders and staff. • Establish and maintain open and effective communication channels and working relationships with management and stakeholders. • Undertake specific tasks allocated by your Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
Agency Representation and Community Development	• Represent the program in a professional manner • Acquire a working knowledge of other agency roles and mandates.



	• Contribute to community development and programs in the local area that are relevant to the client group.
Reporting	• Submitting high quality reports as required. • Ensure that all client contact and engagement is appropriately documented and recorded on the data management system. • Participate in audits, evaluations, and contribute to the final exit and embed strategy.
Contribute to Culture	• Actively participate and contribute to responsible and safe work practices. • Embrace diversity and cultural differences in the workplace. • Be aware of Aboriginal cultural practices and/or differences and seek cultural consultation to promote inclusive practice. • Attend cultural supervision. • Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement. • Contribute to the development and maintenance of a positive, supportive, and collaborative team environment. • Follow the direction of and have an open line of communication with line management. • Understanding and adhering to all KWY policies and procedures.
Other	• Participate proactively in team project initiatives. • Support other team members in periods of high demand and during periods of absence. • Participate in project groups and attend events such as expos from time to time. • Ability to work across more than one program and work with several teams. • Other duties as required.