



Position Description

POSITION TITLE	Program Facilitator (First Nations role)
REPORTS TO	Facilitator Manager
CLASSIFICATION	Casual contractor
APPLICATIONS CLOSE	Open / ongoing until roles are filled

Position Purpose

Program Facilitators are experienced somatic facilitators who have training and knowledge in trauma-informed, accessible and anti-oppressive approaches to somatics, mindfulness, movement and/or yoga. Facilitators work both independently and collaboratively as part of the broader Facilitation Circle.

Program Facilitators lead the delivery of somatic wellbeing programs through our established Somatic Wellbeing Programs. These Programs deliver trauma-informed and mental health aware somatics, yoga and mindfulness services to communities around Victoria, in partnership with local community and social service organisations. Program Facilitators also collaborate with one another to lead public events, workshops and courses.

First Nations Program Facilitator roles

First Nations Program Facilitator roles are designed to prioritise the skills, experience and cultural knowledge of facilitators who identify as Aboriginal and/or Torres Strait Islander. As Collective Being both collaborates with First Nations led organisations, and delivers programs to First Nations clients, these roles are integral to the integrity of our organisation.

Note: there is no expectation that First Nations Facilitators undertake any additional labour outside of the parameters of their role, for example: emotional labour, education of those within and outside of Collective Being, and/or representing First Nations views. Any additional work that becomes available regarding education, training and/or advocacy will be optional, acknowledged and paid as such.

About Collective Being

Collective Being is a non-profit organisation committed to increasing community health and wellbeing through somatics, movement and mindfulness. Founded in 2017, we specialise in trauma-informed and mental health aware approaches to physical, mental and social wellbeing. Our focus areas are:

Community Wellbeing: Supporting communities to be well, connected and thriving across the life course with somatics, movement and mindfulness.

Sector Wellbeing: Professional development and care for frontline workers and leaders in social, health and care services.

Systemic Change: Championing mindful and embodied ways of working, learning and leading.

Our Values

Acknowledgement: Acknowledging the roots, lineages and living practices of yoga, meditation, and eastern spiritual traditions that inform our programming. Acknowledging context and country, and that the land on which we meet, and practice has never been ceded.

Tenderness: Being tender with ourselves and each other, recognising our innate humanness, and embracing conflict as a necessary catalyst for change. Caretaking and protecting against burnout, having open conversations and being willing to turn towards as opposed to 'turn away' from what might be uncomfortable.

Joy: Collectively welcoming and cultivating joy in our teams, programs and partnerships, and regularly practising recognition, celebration and rest. Remembering to pause, and to celebrate progress and change, not only at milestones but in the everyday moments of our shared work.

Rigour: Attention to detail as an act of care, responsiveness without urgency, and considered research, planning and development. Practising organisation and order in both small and large ways as a gesture of mindfulness and presence.

Key Roles and Responsibilities

General

- Embody Collective Being's values and pillars when representing the organisation
- Demonstrate consistency and reliability both as a Facilitator and as a Team Member
- Be organised and manage time effectively as a Facilitator and a Team Member
- Maintain consistent communication with the Programs Coordinator and the Facilitation Manager
- Attend monthly Facilitation Team Meetings and quarterly Whole Team Meetings
- Participate in supervision and debriefing with the Facilitation Manager as needed
- Communicate any concerns or difficulties with the Facilitation Manager
- Continue professional development and learning in trauma-informed and accessible facilitation

Program Delivery

- Plan and deliver programs in alignment with the Program Facilitation Guidelines
- Retain professional boundaries with participants and Partner Organisation representatives
- Reflect with Program Partner Representatives after each session
- Record attendance data and reflections after each session via Slack
- Participate in formative and summative monitoring and evaluation processes
- Arrive at least 15 minutes before a class or course commences, and be available for 10 minutes after classes complete
- Never be in a room alone with children under the age of 18 years
- Attend Program Partner meetings at the beginning and end of each term

Organisational Relationships

This role reports directly to the Facilitator Manager. Additionally, this role engages in relationships and communication with the Programs Coordinator, external stakeholders, including organisation and studio partners. Some Program Facilitators will be supported by Support Facilitators.

Full-time Equivalent (FTE) Hours

It is anticipated that this role will require between 2 and 4 hours per week, depending on the role and number of programs facilitated. This includes session planning, delivery and post-session reflection and reporting.

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Key Selection Criteria

Essential:

- Understanding of the values, vision and mission of Collective Being
- Understanding of and practical experience in trauma-sensitive, anti-oppressive and inclusive approaches to wellbeing
- Strong interpersonal and professional communication skills with the ability to liaise across all levels both internally, externally, and with people of diverse backgrounds
- Professional background in aligned sectors, such as community work, education, clinical or therapeutic settings
- Well-developed organisational and time management skills
- Ability to work autonomously and in a team

Desirable:

- Other relevant training in trauma, social work, psychology and/ or community health

Mandatory Employment Criteria

- Minimum 30 hours of specialised trauma-informed training
- Minimum 200-hour yoga teacher training certificate or equivalent training in somatics, mindfulness or aligned therapeutic modalities
- 2 years minimum facilitation or teaching experience
- Current First Aid and CPR
- Current Working with Children Check
- Current public liability insurance

Conditions of Appointment

- It is a condition of engagement that all staff take responsibility for a safe and healthy work environment and have a commitment to a workplace free from discrimination and harassment
- A standard Police Check may be performed on the successful applicant to any position

EMPLOYMENT TERM

This contract will be for 12 months.