



Wingspan Training Facilitator

Job Information Pack

This information package includes:

- Employment conditions
- Position description
- Selection criteria
- Application process

Employment Conditions

Employment basis: Temporary Full-Time, 6 month contract (with view to extend)

Hours: 38 hours per week, Monday to Friday

Remuneration: 70K

Commencement: ASAP

About Wayside Chapel

Wayside Chapel has provided unconditional love, care and support for people on and around the streets of Sydney since 1964. Each year, thousands of people visit Wayside's two community centres in Kings Cross and Bondi for assistance in gaining equitable access to essential health, welfare, social and recreational services.

Our mission is creating community with no 'us and them'. We do this by breaking down the barriers of judgement and providing a safe place where people from all walks of life are welcome.

Vision: Love over hate

Mission: Creating community with no 'us and them'

Values:

Openness (No secrets): We have a profoundly simple mission, which is to create a community, and our message and work are undiluted with other agendas.

Teamwork (No cowboys): Our goal of creating community is also our method. We work in a collaborative way to invite people out of singular, individual life into the risky and healing place of community.

PATRON:
Her Excellency the Honourable
Margaret Beazley AO QC
Governor of NSW

Pastor/CEO:
Jon Owen

CALL: 9581 9100
ABN : 88 125 771 587
ABN: 77 406 918 553 (Donations)

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Patience (No rush): We cannot make people change. If we could, we'd be guilty of manipulation of some kind. Instead we are on the lookout for sparks of life, signs that people long for better, and we look to engage and help people move to better days and better health.

Courage (No complacency): It takes courage to confront people who've lost hope and invite them into the world of relationships with responsibility. Wayside is not an intensive care unit but an invitation into life and community.

Respect (No Judges): People have the right to make their own decisions. People have the right to make bad decisions. People who choose singular misery or even death deserve to have their rights respected. Wayside's mission is not to fix people but to love them and be with them, knowing that if they are really met, they'll really move toward health and life.

Behaviours:

Stand Back: Recognise that we are each necessary, significant but not central. The mission evaporates when we are central. Take a step back when our emotions are high and cool off. When central, the important thing is how we feel and the most pressing need is to express our feeling. When necessary, significant but not central, in a time of difficulty, the most important thing is to ask "what facts do I not have" and "who can I talk to for reliable clarity".

Speak Well: Identify and appreciate the strengths in colleagues. Recognise that every-one's strengths are also their weaknesses, if we look for weakness, we'll find it and if we look for strength, we'll find it. An atmosphere where colleagues are habitually talked up behind their backs will create an unbeatable team.

Embrace Errors: Accept when you have made a mistake, that an opportunity to learn is present. Learning is lost when we spend energy covering our arse or blaming others. Nothing is more liberating than the security it takes to admit that your performance did not cover you or the team in glory. Helping each other embrace moments of learning will build a team that can overcome anything.

Be Kind: We do an excellent job of being kind with our visitors, lets also be kind with each other. Kindness is implicit in our vision and our mission. Kindness is not a matter of feeling anything but a matter of acting and participating. You might feel uncomfortable but kindness will give the benefit of the doubt or begin an uncomfortable but direct discussion.

Position Description

Reports to	Social Enterprises Manager
Direct Reports	None
Location	Bondi

About the Program

Based in Bondi, The Wingspan Project refers to Wayside's youth employment pathway program, empowered by its social enterprises. Wingspan operates a three-step model which provides wrap around support to the young people; trains and employs them in the social

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enterprises, and then transitions them into sustainable mainstream employment over a flexible nine to eighteen month period.

This is an exciting period as The Wingspan Project is in its infancy and as such it is a dynamically evolving program and we are seeking staff who are ready to be part of its quality delivery as well as taking an active role in its ongoing development.

Position Summary

Purpose of Position

The Wingspan Project staff will work intensively with two small groups of marginalised young people who have been selected for participation in the program. In phase one each group will attend two days per week of training and activities. The Training Facilitator is responsible for the successful delivery of the training and activity program during this first phase. The objective of the training is to build communication skills, confidence, responsibility, and basic employment skills. Flexibility and adaptability is essential as the program aims to respond to the needs of the group.

The young people will also have the support of a Case Manager who will provide one-to-one support to the young people. The Training Facilitator and Case Manager work closely together, along with staff from Wayside's social enterprises, in order to support the progression of each young person along their individual employment journey.

Key Accountabilities & Responsibilities

Training Facilitation

- Effectively deliver the training program in Step 1 of Wingspan in a way that is student centered engaging and meaningful
- Able to understand and adapt learning materials and effectively deliver training in tune with the needs of the young people in each group
- Create an effective and fun learning environment for the young people in the program
- Collaborate with Social Enterprise Manager, Case Manager and other Wayside staff to contribute to the ongoing development of the Wingspan program

Tracking and Evaluation

- Track and report on the progress and development of the young people
- Perform ongoing tracking and reporting on the qualitative and quantitative outcomes of the young people in Step 1
- Work collaboratively with the Case Manager and the managers of the social enterprises to identify effective ways to work with the young people
- Ensure all reports are completed to a high standard and on time
- Apply continuous improvement principles in all reporting, evaluation and measurement exercises

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Participant Engagement

- Engage and monitor participant progress towards agreed learning and employment objectives, and provide additional support as required
- Work with Case Manager to identify and resolve barriers to learning that are impacting upon learner engagement and participation

Key Performance Indicators

- Retention and engagement of the young people in Step 1 of Wingspan
- Progression and development of the young people in the program, and transition into Step 2
- Effective collaboration with the Case Manager
- Effective tracking and evaluation of the program, and development of a set of recommendations for the program for implementation with the second cohort of young people

Workplace Health & Safety

Accountable for complying with legislation and all Wayside WHS policies/procedures and instructions, reporting any hazards or safety issues to your manager and performing all tasks in a manner which guards against risk to self and others within the workplace.

Selection Criteria

Essential:

- Tertiary qualifications in training, education or related field
- Experience in the effective delivery of training programs
- Demonstrated ability to engage learners in a classroom environment
- Experience with at-risk populations and understanding of related issues, both practical and systemic, including juvenile justice, Aboriginal and Torres Strait Islander, CALD, trauma, homelessness and mental health
- Knowledge of and ability to apply trauma informed principles, and to utilize strength based approaches in order to achieve learning outcomes with young people
- Ability to build rapport and trust with at-risk young people and to create an environment of respect, fun and learning
- Demonstrated ability to engage learners in a classroom environment
- Ability to respond positively and innovatively to challenges
- Driver's license (Class C)



Desirable:

- Experience developing training materials
- Certificate IV in Workplace Training and Assessment

Additional Information

- All offers of employment are subject to a satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.
- This position description and associated information should not be considered as comprehensive in its description of responsibilities, criteria or outcomes. It is indicative of the position. The Wingspan Training Facilitator can and will be asked to undertake duties within their competencies, skills and abilities and training that may not be mentioned in this document.
- The Wingspan Training Facilitator should be aware that their position within Wayside Chapel is dynamic. Wayside Chapel expects continuing development, change and improvement of processes, practices, knowledge and skills

Application Process

- Applicants should send a copy of their resume and a cover letter that outlines how your skills and experience meet the job requirements to recruitment@thewaysidechapel.com by Sunday **20 September 2020.**
- Applicants with a disability should inform the convenor of the selection panel of any special requirements upon contact to arrange an interview

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