



## Position Description

**TITLE:** Regional Coordinator/Group Facilitator

**FTE** Sessional rate-hours dependent upon program **AGREED**

**LOCATION:** Hume .....  
Employee

**DATE:** April 2019 **AGREED**

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Manager Education Services

### ORGANISATIONAL ENVIRONMENT

#### About Road Trauma Support Services Victoria (RTSSV)

RTSSV is an incorporated, non-profit organisation, which seeks to provide an effective, accessible and viable system of help to people affected directly or indirectly by road trauma in Victoria. RTSSV contributes to the community by the provision of two key services:

1. Counselling and support services for anyone affected by road trauma and;
2. Education about the effects of road trauma.

Additional information about RTSSV and our role in the community can be obtained by visiting our website at [www.rtssv.org.au](http://www.rtssv.org.au)

### JOB PURPOSE

To coordinate all aspects of RTSSV's road trauma education programs including assisting in the development, implementation and evaluation of existing and new programs provided to road offenders and the general public in the local region

<b>Reports to</b>	Manager, Education Services
<b>Directly supports</b>	Regional team
<b>Internal contacts</b>	RTAS Administrator, Office Manager, volunteers, other RTSSV Staff
<b>External contacts</b>	Clients and their community  Accident prevention and road trauma partners (The Transport Accident Commission, Victorian Police, Department of Justice and community safety, Magistrates Court of Victoria, Department of Health and Human Services and VicRoads)  Other relevant organisations

## **DIMENSIONS/DELEGATION**

<b>Number of direct/indirect reports</b>	Regional Facilitators Local Volunteer and Emergency Service Speakers
<b>Budget responsibility</b>	0

## **KEY ACCOUNTABILITIES**

### **Coordination**

1. Regionally develop and foster working relationships and professional partnerships with relevant organisations within the road safety, justice and health sectors
2. Attend regular meetings with local court users and community road safe groups
3. Develop and coordinate road safety education to meet the needs of the local community in collaboration with relevant groups/organisations
4. Arrange, chair and report on regional team meetings
5. Assist in the recruitment and ongoing support of volunteers and group facilitators within RTSSV services
6. Provide assistance to manager of education services as directed

### **Program delivery**

7. Deliver RTSSV educational programs to road traffic offenders and community groups in a group setting, from a preventative and educational framework.
8. Evaluate the program's effectiveness in changing attitudes and behaviours in the community, through collecting evaluation questionnaires from participants and feeding back comments from participants to manager education services
9. Supervise and support volunteer speakers, primarily through offering pre and post program discussion
10. Liaise with the manager of education services for the purposes of training, planning and implementing programs
11. Ensure sensitive, professional contact and communications with all stakeholders including participants, volunteers and staff
12. Maintain strict confidentiality of client and organisational information in accordance with relevant policies and procedures
13. Facilitate the planned and reliable running of education programs by ensuring availability for after hours and weekend programs and team meetings as agreed
14. Maintain comprehensive and up-to-date program records
15. Actively participate in the development and continual improvement of education programs
16. Provide innovative and enthusiastic input to RTSSV organisational planning and actively contribute to the achievement of organisational goals.

## CAPABILITY FRAMEWORK

SKILLS	Key Selection Criteria	
	Essential	Desirable
<b>Influence and Negotiation:</b> The ability to engage others in order to get their commitment to ideas, projects or actions that are in the best interest of all concerned.	<b>x</b>	
<b>Communication:</b> Clearly conveys information and ideas through a variety of ways in a manner that engages the audience and helps them understand and retain the message.	<b>x</b>	
<b>Integrity:</b> Acting consistently and embodying the RTSSV principles and values, being committed to public interest. Being open, honest and transparent in all dealings.	<b>x</b>	
<b>Empathy:</b> Communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds	<b>x</b>	
<b>Teamwork:</b> Working collaboratively to achieve group objectives. Understanding the needs and goals of others and adapting one's own views and behaviour when appropriate.	<b>x</b>	
<b>Accountability:</b> Taking ownership for the responsibilities, decisions made and actions taken within the scope of their role.	<b>x</b>	

KNOWLEDGE AND EXPERIENCE	Essential	Desirable
<b>Relevant work experience</b>		
Demonstrated experience in facilitating groups and workshops	<b>x</b>	
Demonstrated ability to work independently with minimal supervision	<b>x</b>	
Demonstrated experience in behavioural change interventions		
Demonstrated experience in working with young people	<b>x</b>	

Demonstrate experience in working with non-compliant participants with challenging behaviours.	<b>x</b>	
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<b>Relevant qualifications</b>		
Certificate IV in Workplace Training and Assessment	<b>x</b>	
Qualifications in psychology, social work, human services or related discipline	<b>x</b>	
A current Victorian Driver's Licence and a safe driving history (defined as no more than 6 current demerit points and no licence suspension or cancellation in the last 5 years).	<b>x</b>	
Comprehensive vehicle insurance – must provide evidence (cover note) that the vehicle they use to travel to RTSSV work locations, is comprehensively insured.	<b>x</b>	
Current working with children check	<b>x</b>	
Current Police Check	<b>x</b>	

<b>Specialised knowledge</b>		
An understanding of Road Safety issues and current laws		<b>x</b>
Experience in using MS Office products	<b>x</b>	

Work alongside a passionate group of people who work together to create change!

### **Terms and Conditions**

- Salary packaging is offered with this position
- All offers of employment with RTSSV are subject to a three-month probationary period and a satisfactory Criminal History Check prior to the commencement of employment. The staff member will be asked to participate in an annual performance review linked to the position description.

Please apply nominating two work related referees and addressing the capability framework, to Chris Harrison, Manager Education Services by email to [chris.harrison@rtssv.org.au](mailto:chris.harrison@rtssv.org.au). Phone enquiries are welcome on 03 8877 6909

**Applications close Friday 17 May 2019 with interviews being held on the 21 May 2019.**