

Position Details	
Position Title:	Prevention Facilitator
Employment type:	Casual
Department:	Strategy, Advocacy and Community Engagement (SACE)
Location:	Barkly St office, remote, online, and other community or workplace sites across Melbourne CBD and the metropolitan west
Salary:	SCHADS Level 6, pay point dependent on experience
Reporting To:	Senior Training and Capacity Building Coordinator
Exemption:	VCAT Exemption No. H119/2017 (subject to Equal Opportunity Act 2010) This means we can employ only women and gender diverse people, or people from a particular cultural background when required.
Child safe standard:	GenWest is a child safe organisation, to be a successful candidate evidence of a relevant police check and Working with Children's Check is required (WWCC) and kept up to date

GENWEST – ABOUT US

GenWest (formerly Women’s Health West) is an organisation in Melbourne’s western suburbs working towards gender equity. We help people who are experiencing family violence and work with communities to lead safe and healthy lives, by running social and health education programs. We work with organisations and councils to advocate for gender equality and the prevention of family violence. Our clients represent the diverse people of Melbourne’s west. This includes women, LGBTIQ+ people, First Nations peoples, people with disability, migrant and refugee communities, children, young people and older people.

STREAM

The Prevention Facilitator role sits within the Strategy, Advocacy and Community Engagement (SACE) stream. The SACE stream works with communities in Melbourne's west to deliver programs that are responsive to emerging health and wellbeing priorities. SACE broadly focuses on three priority areas: prevention of gender-based violence, mental health and wellbeing, and sexual and reproductive health. The Prevention Facilitator role reports into the workforce capacity building team (WFCB) primarily but may report into other teams as required. The WFCB team provide training and capacity building services to organisations across Melbourne’s west. Through these activities, GenWest guides organisations to work towards gender equality and preventing gender-based violence.

ABOUT THE ROLE

We are expanding our team of casual Prevention Facilitators who are essential in the delivery of our prevention and health promotion programs. The casual Prevention Facilitator role is responsible for the delivery of training and consultancy services to workplaces and communities across Melbourne's CBD and metropolitan West. The casual Prevention Facilitator will deliver programs that are part of GenWest's fee-for-service arm, as well as additional programs delivered across SACE.

The Prevention Facilitator role will deliver training primarily on gender equality and the prevention of family violence but may also deliver training on sexual and reproductive health, health promotion, gender and climate and other topics as required. Depending on experience, the role may also include working with organisations to provide expertise on workplace gender equality. This could include gender aggregated data analysis, gender equality action planning, staff consultations, gender impact assessment training and guidance and report writing.

The Prevention Facilitator captures a range of skills and experiences including facilitation, training design, delivery on different topics, consultancy and evaluation. The responsibilities of each Prevention Facilitator recruited will be shaped by their skills and expertise and ability to contribute to the programs of SACE.

RESPONSIBILITIES

- Act as a knowledge specialist with a strong understanding of the evidence base and best practice approaches to the promotion of gender equality and the prevention of gender-based violence.
- Work independently as a skilled expert in the development and facilitation of high-quality, engaging training sessions for diverse communities and organisations, both online and in-person.
- Provide expert consulting services to councils, companies, communities, not-for profit and government departments on workplace gender equality.
- Develop and maintain effective relationships with key stakeholders, organisations, and community representatives.
- Incorporate intersectional and gender transformative principles into training development and facilitation practices.
- Prepare and allocate training resources for participants, using sound judgment and initiative.
- Participate in training review and evaluation processes with GenWest colleagues and external partners.
- Collaborate with employees within the wider SACE team to ensure training programs align with GenWest's values and strategic goals.

GenWest recognises that the land on which we work and provide our services always was and always will be Aboriginal land. We pay our respects to Elders past and present. We proudly acknowledge the Aboriginal and Torres Strait Islander communities across Naarm's west, their rich culture, diversity, histories and knowledge, and the contribution they make to the life of this region.

- As required, design, develop or contribute to other key SACE projects or programs.
- Stay informed regarding changes in legislation, policy, and initiatives in workplaces and businesses, the wider community and family violence prevention sectors, and use this knowledge to inform program planning.
- Comprehensive knowledge and adherence to GenWest’s policies and procedures at all times.

SKILLS, QUALIFICATIONS & EXPERIENCE

Essential

- Relevant degree and/or postgraduate qualification within health promotion, gender studies, social work, education, community development or social policy discipline, or significant comparable work experience.
- Minimum 1-year professional experience in training and facilitation.
- An understanding of adult learning principles and engaging audiences.
- Demonstrated experience in developing effective and collaborative working relationships and meeting stakeholder needs in a fee for service environment.
- Developed communication skills and the ability to influence change.
- Ability to work autonomously or with limited direction from senior employees/management (as required).
- Knowledge and understanding of workplace health and safety obligations.
- Valid Working with Children’s Check.
- Federal Police check and International Police Check if worked for a year or more in the last 10 years overseas.
- Current driver’s licence

Desirable:

- Comprehensive knowledge and an excellent understanding of primary prevention and early intervention approaches, social determinants of health, theories of change, gender equity, gender transformative approaches and intersectional feminism.
- An understanding of the Gender Equality Act obligations.

ACKNOWLEDGEMENT

This position description may be reviewed.

I declare that I have read and understood the requirements of this position, discussed any queries or concerns with the respective manager at GenWest, and feel that I am able to fulfil the requirements of this position.

Employee Name:	Signature:	Date:

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