POSITION TITLE Encore Facilitator REPORTING TO Encore Program Coordinator (NSW)DEPARTMENT Service Delivery

**CLASSIFICATION** SCHADS Level 2

THE ROLE

The Encore facilitator is a member of the YWCA Australia Encore Team, and reports to the Encore Program Coordinator (NSW). The primary purpose of the role is to deliver the YWCA Encore Program, an exercise and wellness program for women who have experienced breast cancer, as directed by the National Encore Program Manager.

KEY RESPONSIBILITIES

 **Administration**

Pre-program administrative functions including but not limited to supporting the Encore Program Coordinator – NSW to:

* Identify and book guest speakers (minimum of four guest speakers confirmed a minimum of one month prior to commencement of each Program).
* Contact key stakeholders a minimum of two months prior to commencement.
* Contact participants’ minimum of two weeks prior to commencement to confirm attendance. Liaise with the Encore Program Coordinator re changes.
* Check all participant enrolment forms, surveys, and other paperwork as required.

**Program Compliance**

* Facilitation and delivery of Encore’s prescriptive land and pool-based exercises in accordance with YWCA Australia’s Facilitator Playbook and training.
* Complete refresher training every two years.
* Complete Workplace Health and Safety Checklist prior to all programs.

**Program Facilitation**

General program support and facilitation including but not limited to:

* Management of key stakeholder relationships, as directed.
* Maintain participant attendance records.
* Facilitate completion of participant evaluation surveys in weeks 1 and 8.
* Return all completed paperwork in accordance with Encore term pack Checklist within two weeks of program completion.
* Undertake other tasks as assigned by the Encore Program Manager or Coordinator.

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

* Current First Aid certificate (including CPR)
* Moderate level of fitness including the ability to swim 25m
* Current Driver’s Licence
* A valid state-based Working with Children or Working with Vulnerable People Check.
* Candidate must pass a National Criminal Police Check.