

POSITION DESCRIPTION



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| POSITION TITLE: | Supported Playgroup Facilitator |
| DEPARTMENT: | Community Development |
| POSITION HOLDER: | |
| REPORTS TO: | Manager Child and Youth |
| TERM OF EMPLOYMENT: | Permanent Part Time |
| APPROVED BY: | Director Community Development |
| DATE: | May 2026 |
| CLASSIFICATION: | Band 5 in accordance with the Buloke Shire Council Enterprise Agreement |

POSITION OBJECTIVE:

- To deliver the Supported Playgroups program and “Small Talk” initiative to specified cohorts across the Shire.
- To collaborate with the Department of Education and Training to work together to improve the learning, development, health and wellbeing outcomes of all Victorian children and young people, particularly those who are vulnerable or experiencing disadvantage.

KEY RESPONSIBILITIES AND DUTIES:

- Deliver an evidence-based program to parents to help them build their skills and confidence to support their children’s wellbeing and learning.
- Keep detailed records as required for Department of Education and Training (DET) funding.
- To work with identified communities to enhance the delivery of Supported Playgroups and Smalltalk.
- To work with the Maternal and Child Health workforce and other key stakeholders in order to identify cohort’s suitable and appropriate referral pathways.
- Establish professional links with relevant organisations to support improved capacity within families and communities.
- To support programs additional programs within Councils Community Development portfolio of programs as directed.
- Support other Council departments such as library services and customer service to support leave arrangements.

ORGANISATIONAL ENVIRONMENT:

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| Reports to: | Team Leader Children and Youth |
| Directly Supervises: | NIL |
| Internal Liaisons: | Buloke Shire Council Employees |
| External Liaisons: | Customer and Ratepayers, Department of Education and Training. |

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- The Supported Playgroup Facilitator is accountable to the Manager Child and Youth in Delivering the Smalltalk program to Supported Playgroups.
- Freedom to act is governed by legislation, policies, processes, procedures and guidelines.
- Ability to act with limited supervision, with freedom to interpret stated guidelines to achieve clear objectives.
- Accountable for delivering an excellent public and customer relations service promoting a positive and professional image of Council operations.

JUDGEMENT AND DECISION MAKING:

- This position requires a high degree of diplomacy and sensitivity in the handling of issues and requests – guidance and advice is always available.
- Authority to organise and utilise resources available to achieve objectives.
- Directly responsible and accountable for the provision of information and support to internal and external customers.

SPECIALIST SKILLS AND KNOWLEDGE:

- Knowledge and skill to implement the “Smalltalk” program.
- Knowledge of the legal and legislative requirements of the role within the team and the wider organisation.
- Knowledge of the context and possible contributing factors impacting on vulnerable cohorts in rural communities.
- Ability to operate computer systems including Microsoft Office suite.
- Ability to be accurate and attend to details.
- An ability to compile reports for DET to account for activities undertaken, in conjunction with the Team Leader.

MANAGEMENT SKILLS:

- Skills in managing time, setting priorities, planning and working independently.
- Ability to develop systems and processes to effectively manage day to day administrative duties.

INTERPERSONAL SKILLS:

- Ability to gain the confidence of, and to be able to work alongside the cohort of children and their carers.
- Ability to work with and gain cooperation and assistance from other Council staff and external stakeholders.
- Strong written and oral communication skills.

QUALIFICATIONS AND EXPERIENCE:

- A qualification or experience in an Early Years related discipline or relevant work experience and work skills within a community setting would be an advantage.

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- Event organisation and planning skills would assist with this role.
- Police Check/Working with Children Check.
- Driver Licence.

ORGANISATIONAL RESPONSIBILITIES:

- At all times, behave in a manner consistent with Council's Code of Conduct and human resource policies and guidelines (including Council's Bullying/Equal Opportunity/Discrimination/Sexual Harassment policy).
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and Return to Work policies, procedures, training programs and initiatives
- Ensure compliance to relevant regulatory or legislative requirements; including but not limited to Information Privacy and Freedom of Information.

CHILD SAFE STANDARDS:

- The Buloke Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.
- All staff must adhere to Council's Child Safe Policy and procedures and ensure that any reasonable suspicion of abuse to children or young people is reported.

VARIATIONS TO CONDITIONS OF EMPLOYMENT:

The position description, which includes conditions of employment, your duties and your working location may be varied by Council from time to time during your employment.

ANNUAL PERFORMANCE REVIEW:

Every staff member is required to actively participate in the annual performance review/appraisal process with their supervisor.

KEY SELECTION CRITERIA:

- Qualification in Early Years, Community Development, related discipline or relevant work experience and work skills within a community setting.
- Willing to undertake 'Smalltalk' training.
- Demonstrated experience in providing excellent customer service in a timely manner.
- Proven track record in working to agreed timelines and producing high quality output. Highly developed written and verbal communication skills. Including excellent public relations and interpersonal skills.
- Experience in the use of computer systems including the Microsoft Suite. Demonstrated knowledge of OHS issues in the workplace.
- Research and analysis skills.
- Drivers Licence and Working with Children Check.

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VERIFICATION:

This section verifies that the position holder and supervisor/s have read the above position description and are satisfied that it accurately describes the position.

Agreed by:
Director Community Development
Date

Agreed by:
Manager Children and Youth
Date

Agreed by:
Supported Playgroup Facilitator
Date