

# Position Description – Workshop Facilitator

## About Equal Ed

### What we do

Equal Ed is a social enterprise that provides a variety of services to schools, non-profits and local government. Equal Ed aims to:

1. Empower individuals through increasing access to learning and development opportunities
- and
2. Strengthen communities through delivering innovative and people-centred services and solutions

Our work is currently split into 3 main divisions:

- Strategy & Consulting
- Programs
- Education Technology

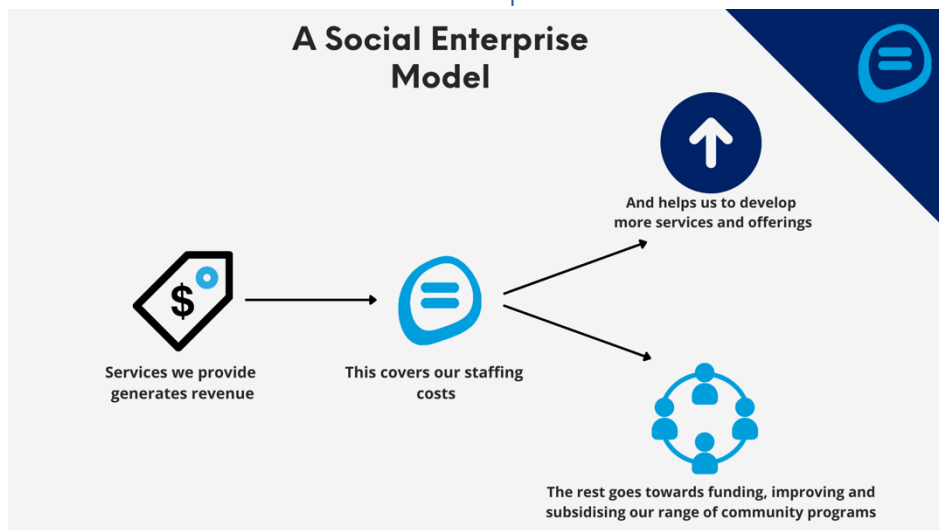
The Strategy and Consulting Division provides a suite of professional services to our clients including strategy development, program co-design, program implementation and efficacy measurement.

The Programs Division works with schools to deliver our HESA Mental Health Program in addition providing free academic support programs in the community.

The Education Technology Division explores and invests in a range of education technology applications that help educators better connect with learners.

Our staff will have the opportunity to take on project rotations across all 3 divisions depending on their interests, skills and the needs of each division.

### Our Social Enterprise Model



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Our social enterprise enables us to fund the free homework support programs we run in the community without being reliant on external grants or funding.

Furthermore, it allows us to subsidise clients who may otherwise not be able to access our paid services and increase the number of people and communities who benefit from our work.

## About the HESA Program

Starting in 2018, the HESA Program has worked with over 800 students in the past 4 years. HESA stands for Higher Education and Student Advancement Program and was initially developed to support high school students with identifying and accessing opportunities for meaningful education and employment.

Our original modules covered a range of topics from mental health to career outcomes and time management. Over time, the HESA program refined its scope to focus on improving mental health outcomes in year 11 and 12 students, with its other modules being integrated to other Equal Ed services.

Today, HESA is an early intervention program designed to decrease stigma and increase access to social and professional mental health support in Year 11 and 12 student cohorts.

In 2022, the HESA program will be working with VicHealth through a substantial partnership grant and will aim to achieve the following objectives in 2022 and beyond:

1. Create more robust program content through collaborative design with community and clinical mental health practitioners, school staff and students
2. Create more robust training and development pathways for lived-experience facilitators delivering our content
3. Expand our programming and fully subsidise 10+ schools to access the program
4. Design and trial a “Bridging Program” that supports students as they transition from High School to Tertiary Education
5. Set a clear direction for the HESA program’s growth and development and create sustainable revenue streams to continue our subsidisation model for low-SES schools

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## Workshop Facilitator Role

<b>Title:</b>	Workshop Facilitator
<b>Employment Type:</b>	Casual
<b>Location:</b>	Online/on-site at school locations
<b>Remuneration</b>	\$28/hr + 10.5% Superannuation
<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Work with the Program Co-ordinator and team to facilitate the HESA Program</li> <li>● Facilitate engaging discussions with young people to drive discourse on mental health             <ul style="list-style-type: none"> <li>○ This may involve discussions on promotion of early intervention in youth mental health, de-stigmatisation and culture surrounding mental health</li> </ul> </li> <li>● Use your lived-experience to facilitate structured workshop activities revolving around goal setting, study skills and maintaining wellbeing under stress after being trained on their delivery</li> <li>● Create and facilitate an inclusive and safe space for young people to share experiences and discuss mental health topics</li> <li>● Build rapport with young people through establishing empathy and connection</li> </ul>	
<b>Skills &amp; Experience</b>	
<p>Equal Ed may look upon these skills and experiences favourably. However, we understand that individuals who may not have some or any of these experiences can still excel at Equal Ed. We encourage potential applicants to use this section as a guide to determine role suitability, rather than a checklist for minimum criteria, and encourage all interested individuals to apply.</p> <ul style="list-style-type: none"> <li>● Experience working in a team environment</li> <li>● Experience working with young people</li> <li>● Co-design/workshop facilitation experience</li> <li>● Strong interpersonal and communication skills</li> <li>● A good understanding of the youth mental health sector through lived-experience, work, volunteering or studies</li> </ul>	
<b>Supports Provided</b>	
<ul style="list-style-type: none"> <li>● Direct and ongoing support from senior leadership in providing the reasonable resources required for the successful delivery of the HESA program</li> <li>● Guidance from senior leadership on adapting to certain elements of the workshop and responding to different demographics of young people</li> <li>● Support to build rapport with young people while building healthy boundaries as a mental health facilitator</li> <li>● Support to participate in training and personal development opportunities identified to develop core skills of the facilitator*</li> </ul> <p>*Budget allowing</p>	

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<b>Direct Reports</b>	
<b>Reports To:</b> <ul style="list-style-type: none"><li>● HESA Co-ordinator</li><li>● HESA Project Officer</li></ul>	
<b>Location &amp; Work Arrangements</b>	
<ul style="list-style-type: none"><li>● Online and on-site at school locations (Western Suburbs - Brimbank / Wyndham Area)</li><li>● Negotiable/Flexible - On a rotating roster based on need and your availability</li></ul>	
<b>Remunerations and Benefits</b>	
Hourly Rate	\$28.00/hr
Superannuation	10.5%

Please read “How to Apply” section on next page.

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## **Stage 1. Online Application (Closing 19<sup>th</sup> of September)**

Interested applicants can apply online via the link below.

Once completed a member of our team will reach out to you after the application closing date to inform you on whether you have progressed to the next stage.

Link: <https://tinyurl.com/facilitateHESA>

## **Stage 2. Online Interview (Mid-September)**

Applicants who are successfully short-listed from our online applications will be invited to an online interview. The interview will involve a series of behavioural and scenario-based questions and an opportunity to meet members of the team you will be working with. The interview should take approximately 60mins.

## **Job Offer (End September – Start October)**

Applicants will be notified of their outcome throughout the end of September and start of October.