

LEAD Program Facilitator

Please note: A duty statement may be developed for casual, sessional or short-term fixed appointments of less than 12 months duration (please refer to [Recruitment & Selection Procedure](#) for further details). This statement should not be more than 2 pages.

Tenure and salary band:	This is a casual appointment (HEP Level 3.1)
Organisational Unit:	Student Services & Administration
Reports to:	Coordinator, Student Life & Leadership
Overall purpose of the position:	LEAD Program Facilitators have the role of providing a safe and educational environment that promotes the growth of aspiring leaders. As such, a LEAD Program Facilitator should be passionate about helping others develop themselves and have the confidence to lead a group of people. The LEAD Program Facilitator role will provide you with the opportunity to practice your ability to communicate, engage others, listen actively and work collaboratively with your facilitating partner. You will learn about various leadership training modules and will be required to develop strategies to present these to students. You will also be able to foster your creativity by discovering and implementing ways to engage LEAD Program participants. This rewarding position will give you the opportunity to influence, motivate and inspire students and will help you with your own self-improvement.
Location/campus:	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.
Major duties include:	
◆ Attend Facilitator's training.	
◆ Facilitate at least four workshop sessions during the year.	
◆ Learn and then present LEAD modules to students in person and online.	
◆ Pick up and drop off LEAD suitcase from the Student Life office at Footscray Park and ensure contents are stocked for subsequent in person workshop delivery.	
◆ Gather feedback from students after the end of each session.	
◆ Ensure attendance sheet is recorded at each in person session and attendance sheets are returned to Student Life office for reporting purposes.	

DUTY STATEMENT

Prepared by Manager (Full Name):	Endorsed by Staff Member (Full Name):
Signature of Manager: X _____	Signature of Staff Member: X _____
Date signed:	Date signed: