

Play and Learn Supported (PALS) Playgroup Facilitator

Reports to: Playgroup Inclusion Coordinator

Reports: None

Hours of Work: Wednesdays - 5 hours per week per playgroup
(up to 20 hours per week) Employment during school terms only (40 weeks per year)

Location: Moorabbin

Contract Period: 12 Months

Salary banding: Level 4

About Playgroup Victoria

Vision

All Victorians value and benefit from playgroup

Mission

To advocate for playgroup to be recognised as integral to learning, development and wellbeing during early childhood.
To support the empowerment of families to create community and nurture their children through relationships and play.

Values

- Collaboration and knowledge sharing
- Integrity and ethical practice
- Reconciliation
- Innovation and excellence
- Diversity and inclusion
- Continual learning
- Compassion and empathy

Playgroup Victoria Key Strategies

1. Increase awareness of the value and benefits from playgroup.
2. Improve pathways to increase access to the playgroup experience.
3. Strengthen the playgroup experience and the impact of playgroup.
4. Maintain a financial sustainable organisation.

Role description

Purpose

This role will facilitate the implementation and delivery of the PALs playgroups in Victoria with the aim to increase the inclusion capacity of community playgroups and ensure that all children with a disability are able to access and be included in mainstream playgroups and activities.

PALs Project Aims:

The project will establish and maintain short-term supported inclusive playgroups for families and children with and without disability to play, focusing on a shared culture, arts, sport or recreational interest (CASRs). PALS will offer a unique, supportive, inclusive child centred model giving young children with disability the opportunity to develop social and practical skills. The facilitator will assist the playgroups families to transition to community groups and playgroups when the PALs playgroups come to an end.

Key responsibilities:

1. Project Implementation

- a) Develop and maintain established key stakeholder relationships with CASRs.
- b) Manage PALs playgroup registrations in collaboration with Inclusion Coordinator
- c) Plan and facilitate playgroup activities in collaboration with CASRs
- d) Facilitate play and peer engagement for children
- e) Facilitate social support for caregivers
- f) Facilitate inclusion and participation capacity building among families
- g) Identify, plan and facilitate transition pathways for families exiting PALs playgroups.
- h) Where appropriate, equip families to transition to a self-managed playgroup, using a transition plan

2. Evaluation and reporting

- a) Participate in regular supervision/debriefing sessions with the Inclusion Coordinator
- b) Collect data as directed by Playgroup Australia.
- c) In collaboration with the Inclusion Coordinator, produce relevant reports as required by Playgroup Australia.

3. Communications and promotion

- a) Assist the Inclusion Coordinator to deliver promotion plan.

4. Standards and quality

- a) Adhere to ECIA standards and guidelines for disability inclusion practice in Australia.
- b) Adhere to National Standards for Disability Services.

- c) Adhere to Victorian Early Years Learning and Development Framework.
- d) Adhere to Child Safe Standards.
- e) Provide capacity building opportunities for playgroup families.

5. Administration

- a) Maintain high quality administration of project in collaboration with the Inclusion Coordinator and Playgroup Australia.
- b) Ensure electronic files are stored and maintained in an orderly and logical manner on SharePoint.
- c) Ensure physical resources are maintained and stored in a secure, orderly, and safe manner.

6. Organisation

- a) Participate in program team and other relevant staff meetings.
- b) Participate in, cooperate with, and contribute to organisational activities and projects.
- c) Adhere to philosophy and code of conduct of Playgroup Victoria.
- d) Attend and assist at Playgroup Victoria events as required.
- e) Undertake other tasks as requested.

Key selection criteria

Priority given to applicants with a disability (including neurodiversity) who meet the key selection criteria.

Required

- Qualifications and/or relevant experience in early childhood, community development or developmental psychology.
- Experience with working with families in playgroup settings.
- Extensive experience in creating and advising on adaptations of play activities for children with disabilities or learning delays.
- Current Drivers Licence.

Knowledge

- Extensive knowledge and understanding of disabilities and the developmental needs of children with disabilities and learning delays.
- Understanding of the role of playgroups in improving outcomes for children, families, and communities.
- High level of understanding of the issues impacting playgroups and playgroup participants.
- Knowledge of the Child Protection Act and other relevant legislation such as the Privacy Act, EEO and Occupational Health and Safety requirements in a workplace.

General

- Demonstrated experience in project implementation and evaluation including process and methodology.
- Ability to establish and maintain partnerships relevant to early years and family services sectors.
- Demonstrated ability to build strategic relationships with stakeholders in the community sector.
- Demonstrated ability to work autonomously, make decisions and prioritising.
- Excellent interpersonal skills and ability to interact and communicate with staff.

- Demonstrated high level of interpersonal skills, including the ability to work as a member of an interdisciplinary team.
- Excellent oral and written communication skills.
- Excellent project management, personal organisation, and time management skills.
- Highly developed written communication skills.
- Proven ability to meet targets and deadlines.
- Sound computer skills

Conditions of Employment

- Satisfactory criminal history check (National Police Certificate) or State/Territory Working with Children Check is required prior to employment in the role.
- Willingness to travel regularly to playgroups (within one hour of the Melbourne CBD).
- Willingness to drive the Playgroup Van to and from playgroup
- Other conditions in accordance with SACS Award/Australian Workplace Agreement.
- Compliance with all organisational policies.