



**CANDIDATE INFORMATION AND APPLICATION PACK
FIELD TRIBE**

POSITION	School Workshop Facilitator
REFERENCE	HR 3/19
EMPLOYMENT STATUS	Casual
CLOSING DATE	26 July 2019

We're so excited to see that you're interested in joining our tribe. We can hardly blame you; they are a magnificent bunch.

BECAUSE EVEN THE BEST PROGRAMMES NEED EXCEPTIONAL HUMANS TO BRING THEM TO LIFE.

Our beautiful bunch of adventurers embody everything we stand for and we know you're going to love them just as much as we do. They are the best in the business, consistently using their unique skillsets to weave magic through all AdventureWorks WA (AW) programs to ensure every single one has a positive impact on our customers. From the AW engine room at HQ to the front line on an expedition, our tribe are relentless in their determination to make tomorrow even better than today for our young people.

CONTENTS

This application pack contains need to know information about applying for a role with AW including:

- Position Description for the role
- Employment Application Form

QUALIFICATIONS

Please be aware our field tribe members are required to hold a minimum standard of current and up to date qualifications. You will be required to provide these if you are offered employment.

- First Aid (HLTAID002 and HLTAID003)
- CPR (HLTAID001)
- Working with Children Check
- Driver's License
- Valid Australian Working Visa

SUBMITTING YOUR APPLICATION

Please forward your documents to AW Human Resources on vibe@adventureworkswa.com.au If you have any questions please do not hesitate to contact us on 97961000

WHAT TO INCLUDE

- Completed Employment Application Form
- Cover Letter, no longer than 1 page outlining why you would be a great addition to our tribe
- Resume outlining your experience and skills

POSITION DESCRIPTION



JOB DETAILS	
JOB TITLE	School Workshop Facilitator
LOCATION	Various locations throughout WA
STATUS	Casual
REPORTS TO	Director Program Delivery
DATE	June 2019

ROLE PURPOSE
To deliver and facilitate high energy, fun and meaningful school-based workshops to young people.

DUTIES AND RESPONSIBILITIES
<p>Core objectives include:</p> <ul style="list-style-type: none">• Deliver and facilitate experiences that inspire connection, empowerment and change through fun and creative programs and workshops.• Engage, inspire and motivate school-aged audiences through a range of face-to-face mediums• Contribute to workshop development, design, event planning, evaluation process, continuous improvement and reporting.• Seamlessly manage group dynamics, display confidence in conflict resolution and problem solve on the fly• Facilitate all programs in alignment with AW program design principles and organizational values• Effectively model the Social and Emotional Capabilities to customers during program facilitation• Quickly and effectively develop positive relationships with clients and participants to ensure continued partnerships• Commit to continual improvement of facilitation skills• Show individual leadership and initiative• Other duties as required by management or HQ staff <p>The above list is not exhaustive, and the role may change to meet the overall objectives of the company.</p>

QUALIFICATIONS
<p>Required:</p> <ul style="list-style-type: none">• First Aid (HLTAID002 and HLTAID003)• CPR (HLTAID001)• Working with Children Check• Driver's License• Valid Australian Working Visa <p>Desirable:</p> <ul style="list-style-type: none">• Relevant Facilitation qualification• Accredited ICF Coaching qualification• Cert IV TAE• Tertiary qualification in education or youth services

EXPERIENCE

- Min. 12 months experience facilitating outcome-focused workshops programs that inspire connection, empowerment and change
- Demonstrated experience facilitating programs to young people
- Experience pre-briefing and de-briefing activities to increase participant transferable learning
- Highly motivated with a demonstrated ability to meet deadlines and prioritise workload to ensure that organisational goals are met
- Ability to work autonomously and as part of a team
- Experience delivering programs in a range of environments to a range of clients
- Experience working with large groups (up to 50)

KNOWLEDGE

- Applied knowledge of the following frameworks:
- Positive Psychology/Education
- Social and Emotional Learning
- Contemporary Rite of Passage/Into Adulthood
- Leadership / service leadership
- Conflict Resolution processes and techniques
- Facilitation and Coaching frameworks and models, and how to effectively apply to a school and/or community environment
- Understanding of the General Capabilities within the Australian School Curriculum

SKILLS & COMPETENCIES

- Customer Service Driven: committed to providing a safe, fun, engaging customer experience.
- Communication: exceptional communication skills, with the ability to communicate with various stakeholders clearly and professionally.
- Highly Organised: demonstrated ability to plan, prioritise and organize their own work
- Emotional Intelligence: demonstrated capacity to be aware of, control and express emotions in a way that fosters and grows positive culture in the team.
- Teamwork: willingness to assist and support others as required and get on with team members.
- Resilient to Pressure: able to continue to deliver quality work during high volume, high pressure peak times.
- Conflict Resolution: ability to pre-empt conflict and manage changing energetics of a group
- Difficult Conversations
- Outcomes Driven: able to identify the key outcomes and always deliver them to a high quality.

PERSONAL ATTRIBUTES

- Approachable
- Passionate
- Values Driver
- Excellent Interpersonal skills
- Positive
- Leader

POSITION REQUIREMENTS

- Must be physically fit and healthy
- Must love working with youth

ACKNOWLEDGEMENT

I certify I have read, understood and accepted the duties, responsibilities and obligations of my position

EMPLOYEE**DATE****DIRECTOR****DATE**

EMPLOYMENT APPLICATION FORM



ADVERTISED VACANCY DETAILS

POSITION	
REFERENCE	

PERSONAL DETAILS

SURNAME	
OTHER NAMES	
ADDRESS FOR NOTIFICATION	
CONTACT PHONE	
CONTACT EMAIL	

WORKING RIGHTS

ARE YOU ELIGIBLE TO WORK IN AUSTRALIA?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
VISA STATUS	<input type="checkbox"/> CITIZEN	<input type="checkbox"/> PERMENANT RESIDENT	<input type="checkbox"/> OTHER
HAVE YOU WORKED FOR AW PREVIOUSLY?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE RELEVANT TO THE ROLE YOU ARE APPLYING FOR?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	

HEALTH

DO YOU HAVE AN IMPAIRMENT OR CONDITION WHICH WILL AFFECT YOUR ABILITY TO PERFORM THE ROLE YOU ARE APPLYING FOR?	<input type="checkbox"/> NO	<input type="checkbox"/> YES		
HAVE YOU EVER MADE A WORKERS COMPENSATION CLAIM?	<input type="checkbox"/> NO	<input type="checkbox"/> YES		
HOW WOULD YOU RATE YOUR CURRENTLY LEVEL OF PHYSICAL ACTIVITY	<input type="checkbox"/> LOW	<input type="checkbox"/> MEDIUM	<input type="checkbox"/> HIGH	<input type="checkbox"/> VERY HIGH
DO YOU HAVE ANY PAST OR CURRENT INJURIES WE NEED TO BE AWARE OF?	<input type="checkbox"/> NO	<input type="checkbox"/> YES		

OTHER WORK

ARE YOU CURRENTLY EMPLOYED BY ANOTHER COMPANY

NO YES

IF YES, PLEASE PROVIDE DETAILS OF EMPLOYER, POSITION AND ROSTER

SOURCE

HOW DID YOU COME TO KNOW ABOUT THIS EMPLOYMENT OPPORTUNITY?

CURRENT AW EMPLOYEE SEEK
 AW WEBSITE FACEBOOK
 INSTAGRAM OTHER

DETAILS:

REFEREES

NAME

POSITION

RELATIONSHIP

PHONE

NAME

POSITION

RELATIONSHIP

PHONE

AVAILABILITY TO WORK

TERM 1 TERM 2 TERM 3 TERM 4 SCHOOL HOLIDAYS
 MONDAY - FRIDAY WEEKENDS

DETAILS:

DECLARATION AND CONSENT

- I CONFIRM THE INFORMATION GIVEN ON THIS FORM IS TRUE AND CORRECT
- I CONSENT TO AW VERIFYING ANY FACT SET OUT IN MY APPLICATION, INCLUDING VERIFICATION OF QUALIFICATIONS, TICKETS AND LICENSES.
- I ACKNOWLEDGE IF I AM EMPLOYED BY AW AND IT IS FOUND I HAVE INTENTIONALLY PROVIDED FALSE OR MISLEADING INFORMATION, MY EMPLOYMENT MAY BE TERMINATED
- I CAN PROVIDE EVIDENCE OF BE ELIGIBILITY TO WORK IN AUSTRALIA (EG VISA)
- I CONSENT TO AW CONTACTING MY REFEREES AND USING, DISCLOSING AND STORING INFORMATION OBTAINED TO ASSESS MY SUITABILITY FOR EMPLOYMENT
- I UNDERSTAND THERE IS NO OBLIGATION BY AW TO PROVIDE ME WITH EMPLOYMENT

SIGNATURE

DATE