

Position title:	Urban Education Facilitator	Reports to:	Senior Manager, Community Pathways
Program / Department:	Urban Education	Primary work location/s:	Inner City
Direct reports:	Nil	Key stakeholders:	Deputy Principles School leadership Educational Peak Bodies
Award:	SCHADS	Classification:	Level 4

Who we are

Baptist Care SA provides out of home care, disability care, youth education and employment, homelessness, and therapeutic support services. Established in 1913 we have a dedicated staff and volunteers who work tirelessly to help South Australians achieve their full potential. Baptist Care SA is committed to working with the State's most disadvantaged, championing local issues and connecting with people to provide transition pathways from adversity to opportunity.

Our values

Integrity Ensuring personal and corporate transparency and the highest ethical standards.	Compassion Treating people and communities with empathy, dignity and fairness.	Empowerment Releasing individual strengths that promote personal and community transformation.	Innovation Fostering a culture of continuous improvement, staff engagement and improved client outcomes.
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About the role

Westcare Centre works with people experiencing homelessness, food insecurity and on low incomes. Our pathways statement is that "we are a community of faith, hope and love seeking to end homelessness, improve health & wellbeing and lead generational change".

Urban Education is a key program that seeks to lead generational change. This is achieved by providing unique opportunities for high school students to gain an insight into the issues facing our Westcare community, and the ways in which we provide vital support. The role will offer experiential learning opportunities which are grounded in our faith through half day workshops, rough sleep outs and retreats. This is a fee for service model where the school pays on a per student basis. The opportunity to host students expands community knowledge of Westcare and invests into future South Australian leaders to inspire them to join us in ending homelessness.

Role responsibilities

High School Student Workshops

- Delivery of Urban Education sessions with students
- Stakeholder management and key contact for our partner schools
- Maintain and develop new networks and partnerships
- Manage Urban Education bookings & invoicing
- Ongoing review and updating of student learning resources which is inspired by our Christian faith and the life of Jesus
- Draft business plans, budgets and program etc., ensuring all activities are aligned with Baptist Care SA strategic direction.
- Analyse performance reports and feedback from clients and implement improvement strategies to ensure high level achievement in critical areas
- Feedback evidence obtained to implement improvements
- Evidence that innovation and creativity is being used in service delivery.

Community Relationships

- Stakeholder management and key contact for our partner schools which includes school leadership & Educational peak bodies.
- Maintain and develop new community networks, relationships and partnerships to promote Urban Education opportunities to grow the business model.
- Partner with Baptist Care SA's Adventure Services to explore and develop new models of social justice aligned educational opportunities

Employee Engagement

- Ensure all volunteers, students or staff are appropriately trained, equipped and empowered to provide high quality educational services and work-output.
- Foster and maintain a workplace culture which attracts and retains skilled, experienced and values aligned staff.

Quality and continuous improvement

- Contribute to the ongoing review and evaluation of service delivery to ensure the continuous improvement of our services, enhancement of our client wellbeing, independence, and choice.
- Comply with relevant legislation.
- Contribute to the review and continuous improvement of our internal systems for quality assurance, reporting and monitoring.
- Ensure business and operational risks are identified and appropriately monitored and/or mitigated.

Work Health and Safety

Baptist Care SA is committed to the health, safety and wellbeing of our employees, volunteers, contractors, clients, and other people within our workplaces. As a Baptist Care SA team member you must:

- Take reasonable care for your own and others' health and safety within the workplace;
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;

- Cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- Report all injuries, illness, near misses or hazards as per Baptist Care SA's policies and procedures; and
- Participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Know and apply Baptist Care SA policies and work directives

- Align with the Baptist Care SA strategic intent and values, including the strategic plan.
- Model and foster behaviours aligned with the Code of Conduct.
- Work harmoniously with Baptist Care employees, volunteers and other stakeholders.

About you

The qualifications you bring

- Relevant tertiary degree in the areas of theology and community services or other human services qualification

The experience you bring

- Minimum 2 years' experience in education, community development and capacity building, ideally in the provision of services to vulnerable individuals and families
- Creating and delivering Christian programs and or events for young adults/children

The competencies (knowledge, skills and behaviours) you bring

- Knowledge of issues and barriers for people experiencing homelessness
- Skills in managing and working towards achieving financial budgets
- Engaging and inspiring public speaking skills
- Collaborative & inclusive team first approach

Other specific employment requirements

- A current and valid DHS: Child-Related Employment Screening/ WWCC
- A current and valid National Police Clearance
- Training – Child Safe Environments
- Training – Apply First Aid (min HLTAID012)
- Ability and willingness to travel within South Australia as required
- A valid full South Australian drivers' license (C Class)

Desirable Requirements

- Promote good relations and practices towards different minority groups that support equality, diversity and inclusion.
- Previous experience in public speaking/group management.
- Previous experience in a faith based, community services environment.
- Aboriginal and Torres Strait Islander peoples are encouraged to apply.

Your confirmation of acceptance:

By signing below, I accept that I have read and understood this position description and that I agree I am able to undertake all aspects of this role.

Employee signature: _____ Date: _____

Employee name: _____

Monitoring, evaluation and review

Status:	Approved	Control:	People and Culture
Approved by:	P&C Business Partner	Version:	2
Effective date:	April 2025	Review date:	April 2026