



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	INCLUSIVE PROGRAMS FACILITATOR
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 4
DEPARTMENT / DIVISION:	COMMUNITY DEVELOPMENT/COMMUNITY DIVERSITY & INCLUSION
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	TEAM LEADER – COMMUNITY DIVERSITY AND INCLUSION
DIRECT REPORTS:	NIL
POSITION NUMBER:	

POSITION OBJECTIVES:	- The Inclusive Programs Facilitator is responsible for the development, coordination and delivery of inclusive community programs and activities specifically designed to support people with disability to participate, connect, build confidence, develop skills and enhance their wellbeing and independence. - The role creates safe, welcoming and accessible opportunities for people with disability of different ages, abilities, backgrounds and support needs to participate in meaningful community activities, develop social connections and strengthen their sense of belonging. - The position works closely with people with disability, families and carers, volunteers, community organisations, service providers and internal Council teams to identify community needs, co-design programs and deliver accessible and responsive activities. The role will ensure programs are informed by the experiences and priorities of people with disability and contribute to Council's commitment to creating an inclusive, accessible and connected community.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful - Create a sense of belonging & pride in the Salisbury community - Respect individual differences - Speak up when you don't feel respected, or are not being treated respectfully - Look after the wellbeing of our community, ourselves and those around us

	Empowerment • Take initiative and act with confidence • Make informed decisions and own the outcome • Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Community Inclusion and Program Development • Develop, coordinate and facilitate inclusive programs, activities and community initiatives specifically designed to support people with disability to participate, connect, build confidence, develop skills and enhance wellbeing and independence. • Work with people with disability, families and carers to identify their interests, strengths, goals and support needs, and develop programs that provide meaningful opportunities for participation and social connection. • Deliver accessible and welcoming programs that support people with disability to develop confidence, independence, skills and relationships within their community. • Engage with people with disability and relevant community organisations, service providers, volunteers and internal Council teams to understand needs, identify gaps and develop responsive programs and activities. • Apply person-centred, strengths-based and inclusive approaches to program planning and delivery, recognising the individual abilities, preferences, goals and experiences of participants. • Support people with disability to have an active role in the design, delivery and evaluation of programs, ensuring their voices and lived experience inform program development. • Build partnerships and referral pathways with disability organisations, service providers and community networks to increase awareness of and participation in Council's inclusive programs. • Promote inclusive programs through community networks, events and appropriate communication channels to reach people with disability who may benefit from participation. • Contribute to the ongoing review and improvement of programs to ensure they remain accessible, relevant and responsive to the changing needs and aspirations of people with disability. Volunteer Coordination • Recruit, induct, support and recognise volunteers involved in inclusive programs in accordance with Council policies and procedures. • Provide guidance and day-to-day coordination to volunteers supporting program delivery. • Create a positive volunteer environment based on respect, safety, inclusion and collaboration.

	- Identify opportunities to strengthen volunteer skills, capability and engagement. Health, Safety and Risk Management - Ensure compliance with Work Health and Safety legislation, Council policies and safe operating procedures. - Conduct safety inductions for participants, volunteers and visitors as required. - Identify and report hazards, incidents, equipment issues and risks. - Ensure appropriate records relating to safety, training and incidents are maintained. Stakeholder Relationships - Develop and maintain positive relationships with community members, volunteers, local businesses, educational institutions and community organisations. - Identify opportunities for partnerships that enhance City of Salisbury inclusive activities and outcomes. - Participate in community forums, networks and Council initiatives relevant to the role. Administration and Reporting - Maintain accurate records of participation, volunteer engagement, activities and outcomes. - Assist in the preparation of reports, funding submissions and promotional material. - Monitor program budgets and resource requirements as directed. - Collect feedback and evaluate program effectiveness to support continuous improvement.
WHS RESPONSIBILITIES:	- Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. - Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. - Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. - Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. - Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. - Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	- To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. - To manage all Corporate Records in accordance with required procedures. - Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	- Demonstrated experience developing, coordinating and facilitating inclusive community programs, activities or initiatives. - Experience engaging with diverse communities and supporting participation of people with disability, and other priority groups.

	• Demonstrated ability to build positive relationships and establish trust with community members, volunteers and stakeholders. • Sound understanding of inclusive practice, person-centred approaches and community development principles. • Demonstrated ability to plan activities, manage competing priorities and deliver outcomes within agreed timeframes. • Knowledge of Work Health and Safety principles, risk management and safe operating practices relevant to community environments. • Strong communication, interpersonal and facilitation skills. • Current First Aid Certificate or willingness to obtain.
DESIRABLE SELECTION CRITERIA:	• Experience working in a community services, disability, social inclusion, recreation or community development environment. • Qualification or experience in community services, disability support, social work, recreation, education, youth work or related fields. • Experience supporting co-design and participant-led program development. • Experience coordinating volunteers. • Understanding of trauma-informed practice and behaviour support approaches.
SPECIAL CONDITIONS:	• Some evening or out-of-hours work may be required • Attendance at community events and Council activities may be required • Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Families and Communities
EXTENT OF AUTHORITY:	• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
PRESCRIBED POSITION - SCREENING CLEARANCE	This position has been identified as a "Prescribed Position" under Council's Criminal and Relevant History Screening Procedures. Accordingly the applicant will need to provide a suitable screening certificate prior to appointment to the position and maintain such clearance during their employment in this role. Screening renewals for incumbents will be undertaken at intervals as required by legislation and paid for by Council.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: