

Position title:	English Practice Facilitator	Commitment requested:	Minimum commitment of one school term and fortnightly attendance required. Times and days will vary across hubs and are only held during school terms.
Report to:	Community Hub Leader	Location:	Various locations across Bankstown, Cumberland, Parramatta, Blacktown and Fairfield LGAs.

About Settlement Services International (SSI)

Settlement Services International is a community-based, not-for-profit humanitarian organisation providing a range of services in the areas of refugee and migrant settlement, accommodation, asylum seeker assistance, multicultural foster care, disability support, employment services and youth support in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

At SSI, we value:

- Social justice – Equity and access for all
- Diversity – Respecting diversity and being non-discriminatory
- Compassion – Caring, empathy and respect for the dignity of others
- Respect – Cooperation and mutual respect

In delivering our services, we value:

- Quality – Dynamic, flexible and responsive service
- Ethics – Professional practices and accountability
- Innovation – Commitment to partnerships and excellence

Purpose:

The Community Hubs Program aims to support migrant and refugee families (including children 0-6 years of age) by offering meaningful social activities as well as access to existing support services including local education, health, community and settlement services. The program offers families various opportunities to gain skills through formal and informal training, including English classes, breakfast clubs, homework clubs and community events.

English Practice Facilitator will work alongside their Community Hub Leader and English Practice Assistants, where required and available, to deliver creative English language support to parents, grandparents and other community members. The Hub English Conversation group aim to provide practical English language support through a focus on essential day to day activities. This will include shopping, making and re-scheduling appointments, having conversations with teachers and community service agencies and speaking English in social settings.

Specific duties and responsibilities:

- Complete mandatory training in facilitating English language lessons, where recognised prior

- learning hasn't been established
- Assist in room set up and pack down.
 - Plan conversational sessions, including worksheet development, in collaboration with Hub Leader
 - Support participants in practising their English in an inviting, relaxed group setting
 - Engage in evaluation process with participants throughout the term
 - Provide feedback to the Community Hub Leader as required
 - Actively support SSI's vision and values
 - Work in accordance with SSI policies and procedures
 - Follow all reasonable directions provided by Community Hub Leader or delegate

Position Requirements:	
Background Checks	Working with Children Check <input checked="" type="checkbox"/> Police Check <input checked="" type="checkbox"/> Reference Check <input checked="" type="checkbox"/> <i>(N.B. The police check will be paid for by SSI)</i>
Essential	<ul style="list-style-type: none"> • Relevant education qualifications or be willing to complete mandatory training in facilitating English language lessons • Experience in facilitation, tutoring or teaching • Proficient in written and spoken English • Friendly, compassionate and approachable • Excellent communication skills • Ability to deal with challenging situations in a group setting
Desirable	<ul style="list-style-type: none"> • Experience in adult education through teaching, tutoring or facilitating workshops in a classroom or group setting. • Previous experience working with people from diverse backgrounds

Benefits:

Reimbursement: Volunteers will have access to reimbursement for all preapproved expenses including reasonable travel expenses. Volunteers using their own vehicle will need to provide SSI with photocopies of their driver's licence, comprehensive car insurance and current car registration.

Training: The English Practice Facilitator will be provided with role specific training prior to being engaged with English conversational sessions. This training is mandatory and in addition to the general volunteer induction.
 Volunteers will also be provided with access to SSI's flexible, extensive and innovative training program.

Being a member of the SSI Community: Volunteers will be kept up-to-date with all of SSI's important news, events and opportunities.

Authorisation:

Volunteer name _____

Volunteer signature _____ Date _____

Volunteer program signature _____ Date _____