

POSITION DESCRIPTION

Position Title:	Group Facilitator
Position Type:	0.6 FTE, fixed term (to March 2028)
Location:	Wagga Wagga, NSW
Reporting Relationship:	Manager, headspace Wagga Wagga
Position Classification:	The position is classified at Band C in accordance with the RACR Enterprise Agreement
Reviewed on:	27 August 2026

Relationships Australia Canberra and Region (RACR) honours Australia's First Peoples. We expect every member of staff agrees to work towards their own cultural awareness and fitness and participate in cultural training and discussions during the course of their work with our organisation.

Roles and Responsibilities:

This position in collaboration with young people develops, plans and facilitates a range of group-based support for young people including in person social groups which aim to provide a safe environment for young people to build connections with peers, facilitating groups in community settings for priority cohorts as well as supporting community awareness and engagement activities that reduce stigma and raise awareness of youth mental health.

Duties

- Facilitate multiple weekly social groups in partnership with community youth workers and/or headspace Wagga Wagga team members.
- Promote and support youth participation, including supporting the Youth Reference Group and other mechanisms that enable young people to contribute to service planning, feedback, engagement, evaluation, governance and continuous quality improvement.
- Promote and support family, friends and carer participation, including mechanisms that enable families, friends and carers to contribute to service planning, feedback, improvement and family-inclusive practice.
- Plan and develop evidence-informed content for upcoming groups and sessions throughout Wagga, Cootamundra, Temora and Tumut.
- Ensure specific culturally accessible group programs for young Aboriginal and Torres Strait Islander people, young men and LGBTQIA+ youth.
- Check in with group participants at an individual level when required.
- In conjunction with the Community Engagement and Awareness team, provide support and guidance to youth co-facilitators.

- Undertake community engagement and outreach to increase awareness and access to headspace Wagga including promoting and supporting the Youth Reference Group.
- Ensure client data is accurately collected and work collaboratively to ensure correct processes are followed to support program evaluation, informing the continuous improvement of services is based on feedback from clients and emerging research and practice.
- Be available for work outside of regular business hours (including delivery of group sessions, participation in meetings, attendance at training and engagement events)
- Work towards, develop and maintain cultural awareness and fitness through participation in cultural training, discussions, and diversity initiatives.
- Demonstrate a commitment to the safety (including cultural safety) and the wellbeing of children and young people and support RACR's adherence to the National Principles for Child Safe Organisations by completing child safe training and demonstrating child safe principles in the performance of all duties, including interaction with others.
- Promote and support family, friends and carer participation, including mechanisms that enable families, friends and carers to contribute to service planning, feedback, improvement and family-inclusive practice.
- Participate in the development, implementation and maintenance of a safe and healthy workplace and to take reasonable care to ensure own health and safety and health and safety of others
- Perform other duties as requested, consistent with the classification of the position and in line with the principles of multi-skilling.

Essential criteria

1. An appropriate tertiary qualification in youth work, mental health literacy or education.
2. Experience in developing and delivering group programs for young people (12-25), psycho-educational and/or social groups using a trauma informed approach.
3. Well-developed written and verbal communication skills including the ability to deliver small group activities and deliver presentations to various groups with an enthusiastic and youthful approach.
4. Knowledge and understanding of the National Principles for Child Safe Organisations and demonstrated ability to integrate principles into own learning and work practices.
5. Demonstrated capacity to initiate and maintain relationships with key stakeholders.
6. Ability to work well independently and within a team environment.
7. Demonstrated high level organisation, time management skills
8. Strong skills in social media, computer and data literacy.

Desirable

1. Experience delivering group programs for Aboriginal and Torres Strait Islander people, Men and LGBTQIA+ communities
2. Experience delivering grant funded programs and meeting reporting requirements
3. Previous experience in the not-for-profit sector

Special requirements

- Capacity to work outside of normal business hours occasionally to support RACR services
- Must provide current proof of registration for the NSW Working with Children Check

- Commitment to mission and values of Relationships Australia Canberra & Region
- Understand and embed restorative principles in their work and interaction with others
- Prepared to undertake a police check
- NSW mandatory vaccinations as per the public health order
- Current drivers licence