



ROLE DESCRIPTION

Job Title:	Project Officer/FAST Trainer
Job Type:	Full-time (negotiable)
Salary Classification:	NT Christian Schools AO 4,1 – 4,6 scale (6wks AL)
2017 Salary Range: (Full time)	\$64,405 - \$73,935 Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Families and Schools Together (FAST)
Responsible to:	FAST Manager
Date Advertised:	September 2017

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations:

FAST NT, sitting under the umbrella of NT Christian Schools, has a vision to be a Christian community learning together to live life as God intended, offering hope for the world. FAST NT staff (trainers, coordinators and team) are expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe work place. The organization expects its employees to be generous, open, work as a team, effectively, efficiently, attending to all detail and contribute to pleasant and positive working relationships. FAST NT also recognizes that values of, service, trust, acceptance, patience, forgiveness and support. These values contribute greatly to the building of strong and effective FAST teams, which mirrors the aims of the FAST program to strengthen & empower families.

Job Description:

The Project Officer-FAST Trainer will be employed by NT Christian Schools. The Project Officer will be trained by FAST NT to facilitate and deliver the Baby FAST and Kids FAST program into a community setting.

Scope of position:

The applicant will be responsible for training, program delivery and reporting of **Baby FAST** and **Kids FAST** activities in urban and remote communities across the NT. A specific focus will be the remote work of North East Arnhem land and other remote communities.

Position location:

FAST Project Officer- Darwin: The project officer will need to be prepared to travel and to remote communities as part of the program delivery as required.

Project Goal and Objectives:

The overall goal of this project is to assist communities to build resiliency and protective factors in children at risk of conduct disorder, school failure, delinquency, violence, alcohol and other drug abuse, and child abuse, by strengthening family functioning. This is done by utilising the Families and Schools Together program.

- To build on the desires of these communities for change, by working with them and offering the FAST program, an early intervention, family-based model, as a starting point.
- To develop and support a collaborative team, in the involved communities, representing the school, other community support agencies, such as the health centre or the church, and parents, to be trained to operate and develop the program.
- To sustain the parent support received during the program by developing a local support network for the family.
- To help train a family support worker/s in each community to coordinate the running of FAST, the follow-up network and other family support initiatives.

Primary role:

- The primary role of the FAST project officer is to equip and empower a collaborative team of people to run the FAST family strengthening program in their own community.
- The project officer will be trained in all aspects of delivering both Baby and **Kids FAST**, with an initial focus on Baby FAST.
- A specific focus on supporting FAST activities in remote communities.

Responsibility and Duties:

The Families and Schools Together (FAST) Project Officer is specifically required to do the following:

- Undertake training in the delivery of Baby FAST initially, followed by Kids FAST
- Work towards Coordinating, developing and implementing all aspects of the delivery of FAST programs across the top end remote communities
- Build supportive relationships to mentor and train regional based FAST support workers in remote sites
 - Develop strong networks across the designated region with agencies, schools and local community
 - Assist in the recruitment of community-based program trainees
 - Train teams to undertake FAST, maintaining quality assurance and program integrity at each FAST site
 - Understand and implement all program monitoring and evaluation records
- Under the direction of the Team leader organise travel and meeting schedules

Selection Criteria

Essential

- Working with Children Clearance (Ochre card)
- Criminal History Check
- Team Work & Cultural Humility
 - Demonstrate a high degree of understanding of working with people to empower them to be strong and effective, especially with people in remote communities
 - Demonstrate an understanding of team work and be able to lead and direct a collaborative team
 - Be able to work independently
- Foundational Knowledge and Beliefs
 - Ability to reflect the Christian faith underpinning the project and team
 - Have experience of a strengths based approach that seeks to empower people
 - To work collaboratively across multi organisations, schools and people groups
 - Commitment to principles and practices of a child-safe organisation
- Communication
 - Demonstrate clear and effective verbal and written communication
 - Experience of working with people with English as a second language
- Administration
 - Strong computer skills, that allows for program administration and reporting needs
 - Be able to maintain and work within program budgets
 - Drivers licence
 - First aid certificate or willingness to obtain
- Flexibility
 - Willingness to work non-standard hours as program delivery necessitates.

Desirable

- Hold current qualification in Cert IV in Training and Assessment, or willingness to obtain
- Qualifications and experience in education, training, social work or health