



FACILITATOR

Parenting through Separation Course

We have a vacancy for a Facilitator to deliver the Ministry of Justice Parenting Through Separation course. Courses are scheduled monthly in Wellington, Hutt Valley, Porirua and Kāpiti. A vacancy currently exists in Kāpiti. Courses are usually scheduled on either a Friday or Saturday from 10am – 2.30pm or over two 2-hour evening sessions. The course schedule is drafted and agreed in partnership between the Skylight PTS Programme Coordinator and the Facilitator.

Skills/experience:

- Qualification in counselling/social work/teaching or related discipline not required but highly desirable.
- Understanding of subject matter and life experience in related areas a plus
- Culturally sensitive and responsive to the needs of participants. This includes but is not restricted to respect for and understanding of Māori, Pacific peoples, and migrant communities.
- Experience in facilitation in sometimes sensitive subject matter

Responsibilities:

- Undergo Skylight PTS Facilitator training process (see below for details)
- Facilitate a 4-hour PTS course once per month
- Complete participant attendance sheet for each course and submit these to the coordinator within 24 hours of course completion
- Administer course evaluations and submit completed forms to the coordinator
- Periodic telephone/email communications with Coordinator

Facilitator training and accreditation process:

Skylight is happy to provide training to Trainee Facilitators who have committed to delivering the PTS Programme. The training process is undertaken in your own time:

- Discussion & introduction to PTS with Programme Coordinator
 - A Programme Delivery Facilitator Manual is provided
- Observe at least two PTS courses with different Facilitators
- Co-facilitate with an experienced Facilitator who provides feedback to the Programme Coordinator

Remuneration:

- For each course, the Facilitator is paid \$55.00 per hour plus 30 minutes setup/30 minutes clean-up time.