



position description

Job Title:	Men's Wellbeing Workshop Facilitator
Position ID:	New
Location:	Yuggera/Tuurbal Milton
Division/Programme:	Employment Services
Immediate Manager:	Employment Services Operations Manager

about us

yourtown is a trusted provider of services for young people, with a focus on mental health and wellbeing, long-term unemployment, prevention of youth suicide, child protection, as well as support for those experiencing domestic and family violence.

We exist to help young people realise they can tackle whatever life throws at them. To believe in their unique strengths, tenacity and self-determination, to identify and create the path they want for themselves.

Our goals are achieved through genuine collaboration with community, we depend on the support of donors, sponsors, governments and Art Union supporters to fund our vital services, to give children and young people the confidence to rise up and keep moving forward to achieve their potential.

yourtown has a zero-tolerance approach to abuse and we believe that Safeguarding is a shared responsibility of all, for all.

purpose of the position

Design and deliver engaging, strengths-focused workshop facilitation to young men aged 15–25 through the Full Circle program. The role aims to build mental health literacy, strengthen coping strategies, and encourage positive help-seeking behaviours, while creating safe, culturally responsive environments that support wellbeing, resilience and long-term engagement.

responsibilities

May include, but are not limited to:

- Coordinate and deliver the Full Circle program:
 - Coordinate end-to-end delivery of the Full Circle program across Employment Services sites, ensuring activities are delivered in line with contractual requirements, timelines and quality standards.
 - Liaise with site teams, participants and stakeholders to coordinate delivery schedules, participant engagement and program logistics.
 - Monitor program progress, identify risks and implement strategies to support successful delivery and participant outcomes.
- Facilitate engaging and responsive workshops (virtually and in-person):
 - Design and deliver strengths-based group workshops that build mental health literacy, coping skills, help-seeking behaviours and positive wellbeing outcomes for young men aged 15–25.

- Facilitate workshops using trauma-informed, culturally safe and inclusive approaches that respond to the needs of diverse participant groups.
- Provide appropriate support, triage and referral where participants disclose distress, risk or personal challenges, in line with organisational policies and procedures.
- Work collaboratively with team members to promote participant safety, engagement and ongoing connection to support services.
- Support participant engagement and co-design:
 - Facilitate and contribute to co-design activities that ensure participant voice and lived experience inform program development and continuous improvement.
 - Build positive relationships with participants that foster trust, inclusion, confidence and sustained engagement.
 - Ensure participant feedback and insights are captured and reflected in program content, resources and delivery approaches.
- Monitor outcomes and support continuous improvement:
 - Coordinate data collection, reporting and evaluation activities, including participant feedback, outcome measures and engagement indicators.
 - Contribute to progress reports, evaluation reports and other program documentation as required.
 - Use data, insights and stakeholder feedback to identify opportunities for continuous improvement and innovation in program delivery.
- Develop resources and maintain stakeholder relationships:
 - Develop and maintain workshop materials, facilitator guides and participant resources that are engaging, practical and accessible for diverse participation needs.
 - Build and maintain effective relationships with Employment Services teams, community organisations and other stakeholders to support participant outcomes and program success.
 - Participate in program meetings, governance activities and organisational initiatives, ensuring compliance with safeguarding, cultural safety and quality standards.
- Demonstrate an understanding of and meet the requirements of the position and all performance expectations including:
 - Maintaining currency of knowledge with regards to relevant legislation, professional practice and emerging trends to ensure advice is current and effective.
 - Participating in other duties and cross-functional teams as may be required, in order to achieve efficient and effective **yourtown** services.

- Participating in and meeting the expectations as agreed pursuant to the Organisational Performance Framework.
- From time to time assist in other locations and travel intrastate, or interstate, as required.

at **yourtown** our team members:

- Adopt a culture of individual and organisational accountability, shared mission, mutuality of respect and responsibility, growth mindset and continuous improvement.
- Invest in their own ongoing professional development and leadership capability through active learning, seeking and giving feedback, and participating in **yourtown** leadership impact opportunities.
- Solve team and organisational problems using a super team approach leveraging cross functional capabilities and skills with diverse thinking to create a future ready workforce.
- Engage respectfully and meaningfully with Aboriginal and Torres Strait Islander communities, stakeholders, clients, and colleagues. Actively support initiatives identified in **yourtown's** Stretch Reconciliation Action Plan 2023 – 2025.

selection criteria

Essential knowledge, skills, abilities:

- University level qualifications in a relevant field (Social Work, Psychology, Counselling) coupled with 4 years of demonstrated experience in co-design and workshop facilitation.
- Exceptional skills in designing and facilitating workshops with vulnerable young men, with a proven ability to build rapport, engage and motivate participants.
- Demonstrated experience, or the capability to quickly learn, to design, develop and deliver a range of skill-building activities in virtual environments.
- Proven ability to work effectively as part of a national team and collaboratively establish and maintain professional relationships with internal and external stakeholders.
- Well-developed organisational, administrative and computer skills, with the ability to solve problems, manage competing priorities and meet deadlines.
- High-level interpersonal skills and the ability to contribute to a high-performing team environment.
- Experience in motivating, coaching and mentoring individuals to achieve positive outcomes.
- Demonstrated experience facilitating strengths-based learning experiences.

requirements

The Men's Wellbeing Workshop Facilitator must always:

- Comply with the relevant state or territory requirements for working with children.
- Maintain satisfactory National Criminal History Check.
- Pass the NDIS Banned List compliance check

- Possess an unrestricted current Driver's Licence.
- Comply with **yourtown's** immunisation procedure.
- Demonstrate professional conduct, behaviour and communication that is in line with **yourtown's** Values and Behaviours as outlined in the Code of Conduct
- Maintain confidentiality and discretion in all matters.
- Align to the mutuality of safety and wellbeing for self and others in all **yourtown** workplaces and work-related activities.
- Uphold the **yourtown** safeguarding commitment in every aspect of their role.

Review and Version Control				
Version	Authorised by	Approval Date	Effective Date	Comment
V1	Jodie McAloney	07/07/2026	07/07/2026	New