

# Leading Teams Facilitator (Melbourne)

## Application brief

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Leading Teams are seeking applications from suitably qualified facilitators with the potential to join our team. We are seeking to appoint a facilitator based in Melbourne.

### **Our organisation**

Leading Teams has been helping teams improve for over 25 years. We work with a wide range of organisations to implement programs focusing on team culture/dynamics, leadership, and high performance.

Our clients represent a broad cross-section of industries in corporate, education, government, and elite sport. We work with some of Australia's largest and most iconic organisations, and we pride ourselves on being our clients' most valued business partner.

We are a dynamic organisation with a reputation as leaders in our field. Our purpose is to help teams and leaders to be high performing, and if that is something you can do, please keep reading. Our facilitators come from a diverse range of industries, and each bring our own wealth of knowledge to the table. We welcome diversity in our team, as we value the different ideas, creativity, and innovation it brings. You will be joining a team of 25 facilitators across Queensland, South Australia, New South Wales, Victoria and Western Australia. We also have 4 office staff in Melbourne.

### **The opportunity**

We are experiencing growth in demand in Melbourne. We are seeking a full-time facilitator, with a strong business network to join our team.

The opportunity would be suitable for a candidate who is interested in the prospect of Business Unit ownership in the future.

Key responsibilities for this role include the facilitation of team sessions, one-on-one coaching, building and developing a local client base, as well as servicing requests for work received through our office.

We are looking for someone who will thrive in a team environment, is self-motivated to work independently, and who has a commitment to improvement and high performance.

### **Benefits**

In addition to your base salary plus superannuation, we provide your tools of the trade to work flexibly and remotely, including a laptop, internet and facilitation tools, and a phone and car allowance. There is also the potential to earn a bonus on top of your base salary once agreed performance measures are exceeded, and you will have the ability to work mutually agreed flexible hours.

We support your professional development with comprehensive training in our methodology and approach because we pride ourselves on being the most trusted and respected facilitators. Every six weeks, we meet face-to-face as a team (travelling interstate) for two professional development days to ensure we are improving and sharing our knowledge/skills. Our focus on your development is highlighted by the fact that over 20% of our total revenue is committed to facilitator development. We live and breathe the model we facilitate with our clients.

We are a family-friendly, highly interactive and social team, with two overnight celebration events each year that our families are welcome to join.

Because we design our work programs with clients, your hours and your leave is flexible across the year and can be tailored to suit your work/life equilibrium. We have regular, genuine conversations with each other to ensure we are meeting expectations for all parties.

### **To apply:**

For your application to be considered please submit your current CV and a cover letter addressing the following selection criteria:

1. Proven experience in facilitating teams and/or groups.
2. The ability to engage a group, build rapport and build strong professional relationships (internally and externally).
3. The ability to develop commercial business opportunities (develop and manage your own client base).
4. Examples of how you will add value to our culture. Our agreed behaviours are:
  - Take responsibility
  - Show initiative
  - Live our model
  - Find ways to collaborate
  - Show genuine care for one other

Please describe how you have shown these qualities/characteristics in past work situations, and how you might consider applying them if you were to succeed in the role.

5. The capability to self-manage in an autonomous environment, while thriving in an empowered team.
6. The ability to give and receive open and honest feedback.
7. An understanding of, and passion for, the Leading Teams model and philosophy for high performance teams.

If you are successfully shortlisted you will be contacted to join a panel interview and will receive more details about this. Those who progress from the panel interview will join a Leading Teams facilitated workshop where you will be invited to participate and contribute.

### **Want to learn more?**

For more information about Leading Teams please see our website [www.leadingteams.net.au](http://www.leadingteams.net.au) or email [office@leadingteams.net.au](mailto:office@leadingteams.net.au)

The following articles may also help you:

<https://www.leadingteams.net.au/our-team-of-facilitators/>

<https://www.leadingteams.net.au/starting-leading-teams/>

<https://www.leadingteams.net.au/recruiting-for-your-team-why-not-let-your-candidates-decide-who-gets-the-job/>

For more information about what a Leading Teams facilitator role entails, please call HQ on 1300 644 578

### **Lodgement**

Applications addressing the above criteria and including a current CV must be lodged via email to [office@leadingteams.net.au](mailto:office@leadingteams.net.au) by 5pm on Tuesday 12<sup>th</sup> December 2023.

## **Leading Teams Facilitator Position Description**

### **Position purpose**

The role of a Leading Teams Facilitator is to build strong relationships with clients and deliver our core product (the Performance Improvement Program) as well as other Leading Teams programs to achieve positive outcomes in line with our High Performing Teams Model.

The primary purpose of this role is to help expand our operations in Melbourne (VIC). The role will engage existing clients and assist in acquiring new high value clients. You will be responsible for building and developing a local client base as well as servicing enquiries received through our Head office.

As a facilitator you will be responsible for advancing the brand of Leading Teams and our position as most trusted and respected facilitators and experts in the field of team, leadership and culture development

### **Primary Duties and Responsibilities**

- To work as part of our team to help attain Leading Team's Vision, Purpose and Trademark – contribute to and add value to our team through living our model.
- To be open to receiving and providing feedback to improve performance.
- Build strong professional relationships with all Leading Teams team members.
- The Facilitator is responsible for delivery of all Leading Teams programs and content in line with the Leading Teams Model in a variety of formats. These include but are not limited to workshops, webinars, conferences.
- Manage client relationships – current and potential clients including client meetings, development of proposals, following leads, writing workshop summaries and reports.
- Travel as required to service clients both within and outside VIC.
- Attend and participate in all Leading Teams conferences, meetings, functions and training days as required.
- Be accountable for and manage / meet individual facilitator budget, revenue, expenses and pipeline expectations. This will also include the responsible use of a company credit card.
- Contribute to Leading Teams online / social media presence - writing articles and or blogs, doing interviews with clients and or media outlets.
- Engage in self-improvement / care activities.
- Any other tasks as required of current company operational and strategic demands.

### **Key Performance Indicators (KPI's)**

These will be agreed to with the successful applicant but will have a focus on,

1. Living our Trademark behaviours – you will be formally reviewed every two weeks monthly.
2. A revenue target will be mutually agreed with you for your first financial year.
3. Becoming the most valued business partner of the clients you work with.