

Job Description



Position Title	Outreach Facilitator	Level	B
Reports to (role)	Senior Outreach Coordinator	Career Stream	Professional
Team	Community Engagement		
Location	The Kids Research Institute Australia, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Outreach Facilitator is responsible for supporting the Senior Outreach Coordinator by delivering The Kids Research Institute Australia's Outreach and Education programs which includes incursions, excursions, school holiday workshops, regional STEM Festivals and regional incursions.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Education and Outreach Program Delivery	• Deliver engaging, curriculum-aligned science workshops, lab tours and outreach sessions across metro and regional locations. • Coordinate on-the-day logistics for program • Set up, pack down and maintain workshop materials and equipment. • Supervise students and ensure appropriate behaviour management strategies are applied. • Provide duty of care during all program delivery. • Liaise with teachers and group leaders to ensure smooth program execution. • Collect and document participant feedback.	• Positive feedback from students, teachers and community participants. • High rates of repeat bookings and return visits. • Programs delivered smoothly with minimal operational issues. • Compliance with safety and child safeguarding requirements.
Outreach and Events Support	• Support delivery of Institute-wide outreach initiatives and major community events. • Assist with event setup, delivery and pack down.	• Successful delivery of outreach events. • Positive stakeholder feedback.

	Represent the Institute professionally when engaging with schools, families and community stakeholders, this may include regional schools.	
Workplace Safety	- Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. - Identify and assess workplace hazards and apply hazard controls. - Report every workplace injury, illness or near miss, no matter how insignificant they seem. - Abide by Institute policies and procedures.	- Responsibilities are embedded in work practices. - Hazards are effectively managed or reported. - Accidents and incidents are reported in a timely manner. - All applicable safety policies and procedures are sought.

ESSENTIAL CRITERIA

Qualifications:	- Relevant tertiary qualification (completed or in progress) in Education, Science, Science Communication or a related discipline. - Current HLTAID011 – Provide First Aid certification. - Current C Class Driver's Licence. - Working With Children Check (or ability to obtain).
Essential Skills, Knowledge & Experience:	- Experience delivering workshops, presentations or facilitated learning sessions to diverse audiences. - Strong classroom or group behaviour management skills. - Ability to confidently present scientific concepts in an accessible, age-appropriate and engaging manner. - Organisational and time management skills, with the ability to coordinate logistics and manage competing priorities. - Ability to work both independently and collaboratively within a professional team environment. - High level interpersonal and communication skills, including the ability to liaise with teachers, volunteers and internal stakeholders. - Demonstrated commitment to child safety and duty of care responsibilities. - Interest in science education and willingness to continuously learn and adapt content delivery.

DIRECT	0
---------------	---

Approved by:	<i>Senior Manager Community Engagement</i>
Date approved:	25/08/2026
Reviewed by P&C:	25/08/2025