

POSITION TITLE	Validation Assessor
ORGANISATION	Foyer Foundation
REPORTS TO	Chief Executive Officer – Foyer Foundation

FOYER FOUNDATION ORGANISATIONAL PURPOSE:

Youth Foyers are integrated learning and accommodation settings for young people, typically aged 16-24 years, who are at risk of or experiencing homelessness. Foyers provide a point in time service that enables young people to experience stable housing, while developing and exploring educational and employment pathways.

The Foyer Foundation was established to advance the national campaign for the development of more Youth Foyers across Australia and to ensure the integrity and capacity of new and existing Foyers meets the best standards and learnings that produces the best possible outcomes for young people.

The Purpose of the Foyer Foundation is to promote the Foyer approach for the benefit of young Australians. This includes developing and implementing a nationally consistent accreditation process, convening a National Community of Practice to enable sharing of practice and expertise, advocating for new Foyers to be built in appropriate communities, promoting evidence of what works best in the Foyer approach, and providing training programs to staff that work in Foyers.

POSITION PURPOSE:

The Validation Assessor tasks are key to the Foyer Foundation’s accrediting processes. This role supports the Foyer Foundation’s strategic priority regarding Youth Foyer accreditation across Australia. The position could be a consultant role or an occasional, contract position at the Foyer Foundation.

This role is responsible for supporting Australian Youth Foyers to navigate the Foyer Foundation accreditation and re-accreditation process. The number of accreditations vary from year to year.

The sessional nature of the work will require that the Validation Assessor has flexibility in work flow, and expertise in the Youth Foyer approach. This role will require the ability to participate in workshops at the commencement of the accreditation process. Core to the role is the evidence review, validation visits and report writing across a 3–4-week toward the end of the process. See Schedule 1 for time allocation of all activities.

Aboriginal and/ or Torres Strait Islander individuals are strongly encouraged to apply.

KEY ACTIVITIES

- With the Foyer Foundation and our UK Foyer Consultant, Colin Falconer, you will assist the Foyer Accreditation schedule
- You will offer support and advice to participating youth foyers, via virtual sessions, email and phone during the preparation process and across assessment period
- You will undertake validation visits. This will include site visits and evidence gathering. Evidence gathering will be sourced from agency management, Foyer staff and young people, and other key stakeholders (ie education partners, government funders etc)
- You will write up Reports from site visits and evidence gathering, and share written feedback with accrediting foyers
- You will present your Report findings to the Panel.

ROLE & RESPONSIBILITIES

Skills and experience outline for a validation assessor

- Represent the Foyer Foundation with credibility and professionalism.

Knowledge specific:

- A background in or a commitment to gaining a thorough knowledge of Advantaged Thinking and applying the 7 tests in practice through either the training of staff, management of young people services, or other demonstrable engagement with Advantaged Thinking
- Detailed knowledge of the Youth Foyer approach and understanding of the Foyer approach

Skills: (The demands to produce accurate reports in a timely manner can be intense.)

- A brilliant listener, able to encourage people to share their views and experiences, with the skills to facilitate both 1:1 and small group interviews
- Can quickly analyse and process information from different evidence sources, including insights from performance data, with a secure attention to detail
- Able to write in a clear and concise manner to produce formal reports to deadline and a set format.

Working with young people and Youth Foyer staff:

- Passionate about high quality services for young people with a secure knowledgebase of what 'good' looks like
- Understands the importance of confidentiality and how to handle potential disclosures from young people or staff
- Has high levels of confidence, able to engage young people and interview staff and stakeholders at different levels of seniority
- Understands how to support frontline services to make positive progress with a project or activity, with the patience and flexibility to accommodate managers' changing needs over an Accreditation timescale.

Personal attributes:

- Is resilient, with sufficient energy to cope with the demands of undertaking full day validation visits, with good time keeping skills to schedule and control them.

KEY SELECTION CRITERIA

- the capacity to commit to future diary dates (including being able to cover 2 day visits with potential travel across Australia)
- be a highly skilled communicator and assessor who is able to engage and harness the knowledge, evidence and experience of Youth Foyer staff and young people
- show strong organisational skills, and the ability to manage multiple tasks with an outcome focus
- demonstrate high level written and verbal communication skills
- have tertiary qualifications and experience relevant to the scope/context of the position
- have the capacity to present reports and evidence gathered in panel situations
- ideally have Foyer and Advantaged Thinking experience.

ACKNOWLEDGEMENT

I, Insert Name, have read and accept the Position Description as stated above. I acknowledge the description of the position is an outline and guide to the duties of the professional activities needed to undertake the position successfully. I understand that a review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

Manager Signature

Date

Employee Signature

Date

Schedule 1
Validation Assessor - Tasks

Following is a list of the key tasks and time allocation for accrediting a youth Foyer. Attached is the Accreditation Process Map that provides an overview of the annual calendar for Accreditation, commencing in September/October each year.

Key Task	Time Allocation
1 Support to Foyer during the Accreditation preparation and assessment process (including participation in 3 virtual workshop sessions, email and phone contact to assist Foyers, and review of evidence provided).	2 days
2 Prepare for Validation Visit	1 day
3 Undertake Validation Site Visit & evidence gathering	2 days
4 Prepare Panel Report	2 days
5 Present Report at Panel Scrutiny Meeting	0.5 day
Total Time Allocation for each accrediting foyer	7.5 days (excluding travel)
Travel Allocation	<ul style="list-style-type: none"> • Interstate - 1 day either side of site visit • Regional – half day either side of visit