



# Fight The Good Fight

## Facilitator Team Lead.

**Position Overview:** As a Team Leader, you will play a crucial role in overseeing the effective functioning of the team, ensuring seamless coordination, and fostering a collaborative work environment. Your responsibilities will encompass team roster management, session planning, task delegation, and the facilitation of communication through various channels, including social media.

### **Key Responsibilities:**

#### **1. Team Roster Management:**

- Develop and maintain a comprehensive team roster, including dates and classroom venues for Facilitators and students.
- Ensure accurate and up-to-date information on team members' availability and whereabouts.
- Collaborate with team members to accommodate scheduling preferences and optimize overall team efficiency.

#### **2. Session Planning and Task Delegation:**

- Contribute to the design and implement effective session plans, aligning with team goals and objectives.
- Delegate tasks to team members based on their strengths and expertise.
- Monitor progress and provide support to team members to ensure successful task completion.
- Conduct regular team meetings to review plans, address challenges, and strategize for future activities.

#### **3. Employee Portal Management:**

- Upload relevant materials, documents, and resources to the employee portal for easy access and reference.
- Organize information in a structured manner to enhance team members' ability to find and utilize resources efficiently.

#### **4. Social Media Coordination:**

- Collaborate with the social media team to create and send content for Instagram (IG) stories.

- Prior to recording main content – obtain recorded footage of participants giving consent of content to be posted on all social media platforms.
- Utilise iMessage to communicate and share content, iMessage allows for better quality of content sharing.
- Ensure that social media content aligns with the team's goals and objectives, maintaining a consistent and positive online presence.

**5. Evaluation Coordination:**

- TL accountable to conduct the evaluation surveys with students for the following periods:  
FTGF 12 week programme: - Session 1, Session 7 and Session 12.  
  
FTGF 24 week programme: - Session 1, Session 13 and Session 20.  
  
FTGF Level 2: 12 week programme: - Session 7 and Session 12.