**Active Citizens facilitator role profile**

The role of an Active Citizens facilitator is to prepare, facilitate and evaluate our Active Citizens Learning Journey workshops in Korea. Depending upon the nature of partnership British Council forms with external partners, the format, audience, and expected outcome of the workshops will vary. There could be a mixture of participants from different audiences in one group.

**Key tasks**

Preparation

1. Thoroughly read the facilitator’s toolkit and make sure you fully understand and can explain the concepts and activities in the workshops. Make sure you have all the trainers’ materials ready.
2. Liaise with your local British Council programme manager to tailor-make the workshop programme to suit specific context and to arrange the practicalities of the course, e.g. venue preparation, timetable, sets of participant materials, provision of equipment including screen, laptop and speakers.
3. If you are jointly training, organise a final preparation meeting where you run through the course together. If it is the first time you have facilitated together, then allow more time for this.

Facilitation

1. Arrive in plenty of time for set up before courses.
2. Provide a rich learning environment using British Council Active Citizens methodologies set out in the validation process as well as your own personal skills and experience.

Evaluation

1. Contribute to improvements to the workshop programmes and materials. Give feedback to the British Council Active Citizens programme manager about possible improvements.

 **Facilitator application form**

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| It is important that you read the role profile before completing this application form. Please complete this form fully. **CVs are not accepted**. Applications received after the closing date will not normally be considered.  |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

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| **Section 1 Personal details** |

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| **Surname:** |       | **First Name:** |       | **Title:** |       |

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| **Address:** |       |
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| **Postcode:** |       |

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| **Mobile Telephone No:** |       |

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| **E-mail address:** |       |

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| **Section 2 Present Employment** |

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| **Name of Employer:** |       |

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| **Brief description of duties:** |
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| **Section 3 Skills and experience**  |

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| **Awareness and practice** |
| Tell us about: * your understanding of Korea’s civil society, social innovation, and/or community development sectors
* your experience of working in or for the above sectors
* any studies you have undertaken on the above sectors
* your experience of working with people from different sectors and backgrounds
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| **Workshop planning** |
| Tell us about:* your experience of customising workshops for specific audiences
* your experience of developing and producing course materials
* how you normally prepare for workshop delivery
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| **Facilitation skills**  |
| Tell us about * your approach to facilitating workshops
* your strengths as a facilitator of training courses
* your experience of facilitating training courses.
* Your experience of working with corporate organisations, government organisations, staff from educational institutions and NGOs
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Please return this form to society@britishcouncil.or.kr