



## Roles and responsibilities at MyTime

Delivering MyTime is a shared effort. Different organisations and people play a part in making the program available to families across Australia. As a facilitator, you are an important part of this bigger picture.

### Department of Social Services (DSS)

The Australian Government's Department of Social Services (DSS) funds MyTime. DSS has supported the program since it began in 2007.

### The Parenting Research Centre (PRC)

The Parenting Research Centre (PRC) is the national program manager for MyTime. The PRC is a not-for-profit organisation that partners with governments and community organisations to improve outcomes for children and families. The PRC's focus is on supporting parents and carers by making evidence accessible, practical, and usable in everyday settings.

Through research, practice design, and collaboration, PRC helps services and systems find better ways to support families, with the goal of helping children thrive by strengthening the skills and confidence of the adults who care for them.

PRC established MyTime in 2007 with support from the DSS, and has managed it ever since. As national manager, PRC:

- designs and develops resources and processes that support MyTime group delivery
- contracts partner agencies across Australia to run MyTime groups
- works with agencies to build the reach and impact of the MyTime program
- collects and analyses data to strengthen and improve MyTime.

### Partner agencies

Partner agencies are contracted to establish, operate and maintain MyTime groups in specific regions. Some agencies also sub-contract local organisations to deliver groups.

Partner agencies are responsible for ensuring that groups are delivered in line with MyTime's aims, guiding principles and funding requirements. They are also responsible for workplace safety and operational needs.



Facilitators generally work for one of these agencies or for an agency that is subcontracted (by a partner agency) to deliver MyTime groups.

### Coordinators

Each partner agency employs a coordinator (sometimes called a manager) who works alongside the PRC to develop, promote and sustain the program across the region. Your coordinator is your primary link to the agency and to PRC. They:

- provide updates on any changes to the program (for example, new data collection forms and processes)
- help with problem-solving and tricky situations
- support you to build and maintain a healthy group.

### Facilitators

Facilitators are responsible for the day-to-day running of MyTime groups. In this role you:

- create a welcoming and safe space for members
- guide conversations and activities using MyTime's key elements and guiding principles
- manage group dynamics and maintain professional boundaries.

For MyTime members, you are the face of MyTime.

### Play leaders

Some groups include a play leader if preschool-aged children attend. Play leaders may be volunteers or paid staff, and engage children in developmentally appropriate activities so that parents can focus on the group. Facilitators and play leaders often work together to plan sessions, set up the space, and settle children and families into a group.

Regardless of whether a play leader is present or not, parents are responsible for their children at all times.