



## position description

<b>Job Title:</b>	Enterprise Trainer
<b>Position ID:</b>	6739
<b>Location:</b>	Wakka Wakka   Kingston
<b>Division/Programme:</b>	Client Services / Social Enterprise
<b>Immediate Manager:</b>	Construction Supervisor/Company Nominee
<b>Direct Reports:</b>	Nil

### about us

**yourtown** is a trusted provider of services for young people, with a focus on mental health and wellbeing, long-term unemployment, prevention of youth suicide, child protection, as well as support for those experiencing domestic and family violence.

We exist to help young people realise they can tackle whatever life throws at them. To believe in their unique strengths, tenacity and self-determination, to identify and create the path they want for themselves.

Our goals are achieved through genuine collaboration with community, we depend on the support of donors, sponsors, governments and Art Union supporters to fund our vital services, to give children and young people the confidence to rise up and keep moving forward to achieve their potential.

**yourtown** has a zero-tolerance approach to abuse and we believe that Safeguarding is a shared responsibility of all, for all.

### purpose of the position

The Enterprise Trainer role supervises young, disadvantaged people in yourtown Enterprise programs, while delivering work based program activities that assist clients to achieve independence and learn new skills. This position teaches young people vocational and life skills in order to effect long term sustainable change and promote appropriate behaviours by being a positive role model to clients.

### responsibilities

May include, but are not limited to

- Deliver quality services that enhance the lives of young people by focusing on their strengths and inherent abilities:
  - Deliver services which are individually focused in recognition that every young person is unique and create opportunities for changes in lives of young people through enhanced employment outcomes
  - Deliver services that are outcome focused, professional and aligned with child safety and vulnerable adult requirements.
- Delivery of quality training and supervision to disadvantaged young people through;



- Provision of effective supervision and leadership to disadvantaged young people employed in **yourtown** programs, with an emphasis on positive reinforcement and affirmation of their achievements
- Promote a positive culture with regard to work ethic, customer service, and appropriate behaviours, lead by example, and foster a sense of independence and well-being in clients
- Identify clients' needs and liaise with other **yourtown** positions to ensure the personal needs and issues of each individual client are being addressed.
- To deliver work based program activities and achieve contractual obligations and production targets:
  - Ensure quality delivery of services for **yourtown** Enterprise projects. Works will vary depending on the project, however may include construction and property maintenance, landscaping, horticulture, and cleaning and grounds maintenance.
  - Effective project management to deliver quality outcomes for enterprise customers and achieve contractual obligations, outcome requirements and production targets in a timely manner
  - Maintain tools and equipment to ensure safety, effectiveness and reliability
  - Oversee the day to day security of all materials, supplies, tools, vehicles and equipment.
- Ensure Organisational requirements are met within the role:
  - Maintain accurate records as required and provide accurate and timely reporting for internal and external consumption
  - Maintain client information through **yourtown's** client information management system
  - Promote a positive Workplace Health and Safety culture and ensure active compliance to standards and regulations
  - Comply with all **yourtown** Policies and Procedures and understand and adhere to Federal and State legislative requirements
  - Maintain and build positive relationships with internal and external stakeholders to achieve positive client and program outcomes.
- Participate in and meet the requirements for Practice Supervision and Client Skills Training
- Demonstrate an understanding of and meet the requirements of the position and all performance expectations including:
  - Maintaining currency of knowledge with regards to relevant legislation, professional practice and emerging trends to ensure advice is current and effective
  - Participating in other duties and cross-functional teams as may be required, in order to achieve efficient and effective **yourtown** services
  - Participating in and meeting the expectations as agreed pursuant to the Organisational Performance System processes
  - From time to time be required to assist in other locations and travel intrastate, or interstate, as required.



at **yourtown** our team members:

- Adopt a culture of individual and organisational accountability, shared mission, mutuality of respect and responsibility, growth mindset and continuous improvement
- Invest in their own ongoing professional development and leadership capability through active learning, seeking feedback and participating in **yourtown** leadership impact opportunities
- Solve team and organisational problems using a super team approach leveraging cross functional capabilities and skills with diverse thinking to create a future ready workforce
- Engage respectfully and meaningfully with Aboriginal and Torres Strait Islander communities, stakeholders, clients, and colleagues. Actively support initiatives identified in **yourtown's** Stretch Reconciliation Action Plan 2023 – 2025.

selection criteria

*Essential knowledge, skills, abilities:*

- Recognised industry/ trade qualification relevant to the work required for yourtown services and contracts (eg; horticulture, construction), and a minimum of three (3) years' experience in delivering on project requirements; or a minimum of five (5) years' relevant experience.
- An understanding of the local labour market and the skills and behaviours to instil in young people to support sustainable employment i.e. workplace behaviours, technical requirements, quality workmanship
- Demonstrated experience in producing high quality work in line with the relevant contract and service requirements
- Well-developed oral and written communication skills, good customer service skills, and the ability to build rapport with and motivate young people
- An understanding of the challenges to employment faced by disadvantaged young people, and the ability to work within the Mission and Values of yourtown, and demographics of yourtown Clients
- Demonstrated knowledge of current Workplace Health and Safety requirements.
- Demonstrate an understanding of and commitment to the opportunities for change in the lives young people available through enhanced employment outcomes
- Hold a current first aid certificate and white card (or ability to obtain within required timeframe as required).

requirements

The Enterprise Trainer must always:

- Comply with the relevant state or territory requirements for working with children
- Maintain satisfactory National Criminal History Check
- Possess an unrestricted current Driver's Licence
- Comply with **yourtown** immunisations requirements
- Demonstrate professional conduct, behaviour and communication that is in line with **yourtown's** Values and Behaviours as outlined in the Code of Conduct
- Maintain confidentiality and discretion in all matters



- Align to our mutuality of safety for self, others, and in our workplaces
- Uphold the **yourtown** safeguarding commitment in every aspect of your role

Review and Version Control				
Version	Authorised by	Approval Date	Effective Date	Comment
2.1	Viv Stark Snr Business Partner	08/03/2024	08/03/2024	<b>13/2/23- Moved to updated template with updated managers title</b>
2.0	Brendan Bourke Head of Client Services	15/12/2020	15/12/2020	