



POSITION DESCRIPTION

POSITION TITLE	Recruitment and Field Officer
DIVISION	Work and Learning Programs
DEPARTMENT	Work, Economic Security and Social Inclusion
REPORTS TO	Given the Chance, Manager

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Economic security for all
- Wellbeing, social inclusion, empowerment and dignity for all
- Inclusive services and communities
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

DEPARTMENT PURPOSE

The Work and Learning Programs of the Brotherhood of St Laurence seeks to assist people to live and work independently through access to effective, high quality employment, training and support programs. The department also advocates for appropriate and innovative community responses to employment and related issues.

PROGRAM PURPOSE

Given the Chance – delivers a range of demand-led employment programs that work closely with both employers and disadvantaged jobseekers across Melbourne (Fitzroy, Dandenong, Flemington and Epping). Given the Chance operates three main projects as follows:

- *Given the Chance Group Training Organisation* (GTO) brokers and provides traineeships, labour hire and work placement opportunities for jobseekers with a range of host employers across Melbourne.
- *Given the Chance for Asylum Seekers* (GtCAS) supports asylum seekers into employment. The program is funded through private philanthropy and works closely with employers to secure job opportunities for participating asylum seekers.
- *Given the Chance, Jobs Victoria Employment Network* (JVEN) supports disadvantaged jobseekers into employment in partnership with local providers and employers at sites in Dandenong, Flemington and Epping. This project is funded by the Victorian Government.

POSITION PURPOSE

The Recruitment and Field Officer works with eligible long-term jobseekers, including asylum seeker, to support them into sustainable employment through pre and post-placement support. This position works as part of a team to achieve outcomes for Given the Chance programs.

KEY RESPONSIBILITIES

- Maintain a network of relationships with agencies and community groups to engage long-term jobseekers including refugees and asylum seekers, long term unemployed, jobseekers with a disability, mature aged jobseekers, and parents with young children seeking work.
- Facilitate referrals with other agencies to access an appropriate volume of candidates for work preparation activities via the programs.
- As necessary, conduct presentations, create and provide information, and attend meetings to gain buy in from relevant agencies
- Engage with BSL's Employer Engagement team to source jobs and make them accessible and available to candidates.
- Work closely with the Employer Engagement team to recruit and select candidates that meet their requirements. This includes shortlisting applicants, conducting screening processes such as police checks and medical checks as requested, and onboarding.
- Maintain professional relationships with employers for current needs and for future partnerships and potential projects.
- Where appropriate, work with relevant Brotherhood staff in relation to recruitment processes, marketing material and flyers etc.
- Liaise with asylum seeker and other jobseeker candidates to assess their suitability for the Given the Chance Programs. This includes monitoring candidate's work rights through relevant Government agencies, conducting candidate intake including assessing skills, capabilities and support requirements; co-creating a goal plan with each candidate; and pre-employment coaching and support to enhance job readiness and employability skills.
- Maintain and support a caseload of active jobseekers as required by the program's KPIs and contribute to successful candidate employment outcomes through a strong focus on achieving employment placement and retention targets.
- Provide accurate and timely information on employment vacancies, local labour market demand, wage information and government incentives.

- Where appropriate, inform jobseekers on employer preferences for particular skills and attributes and any pre-vocational or on the job training required.
- Provide referral and support, including the coordination of appropriate training, both pre-vocational and industry specific, and referral to other social support services where required.
- Liaise regularly and professionally with workplace supervisors to facilitate successful post placement outcomes as required by KPIs for both Given the Chance Programs.
- Provide input to reports identifying the volume and nature of employment placements, asylum seeker and other jobseeker uptake and referring agency relationships.
- Regularly, accurately and promptly update and maintain employer and jobseeker records and relevant databases/ information systems for tracking and evaluation of jobseeker employment pathways and outcomes, as required for Given the Chance Programs operations and program evaluation
- Effectively co-ordinate all requests for documentation from participants or employers to ensure that all required evidence is collected and retained appropriately in order to meet our contractual obligations.
- Other duties as required

TO BE SUCCESSFUL YOU MUST HAVE

- A strong track record of successfully supporting disadvantaged jobseekers into sustainable employment, by providing pre-employment skills building, vocational guidance, social support and post placement support.
- Experience working with stakeholders in the employment, training or social services to ensure coordinated support and effective collaboration.
- Good interpersonal and communication skills with a demonstrated ability to build professionally supportive relationships with a broad range of jobseekers with diverse or complex backgrounds
- Strong organizational and time management skills with demonstrated ability to prioritise and meet deadlines.
- Proven ability to work independently and as an effective team member to achieve goals.
- Demonstrated competency in the use of record management systems to record information, Microsoft Office including Word, Excel and Outlook programs.
- Understanding of and empathy with the values and ideals of the Brotherhood

MANDATORY EMPLOYMENT CRITERIA

- specific work requirements include weekend work, evening shifts, public holidays, work based travel, after hours on call, attendance at a variety of different work locations
- proof of eligibility to work in Australia is required
- a satisfactory Police Check is required. The Brotherhood will facilitate this process
- a Statutory Declaration is required for this position. The Brotherhood will facilitate this process
- a Working with Children Check is required for this position. The Brotherhood will facilitate this process