



POSITION DESCRIPTION

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| POSITION TITLE | Employer Engagement Coordinator |
| DIVISION | Community Programs |
| DEPARTMENT | Work, Economic Security and Social Inclusion (WESSI) |
| REPORTS TO | Employer Engagement 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 staff are committed to providing our clients with a quality experience that is Safe, Effective, Connected and Personal, these are our Quality Goals of service

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, Economic Security and Social Inclusion (WESSI) department 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 through a range of programs and services.

Funded by Victorian Government, Jobs Victoria Employment Services (JVES) provides personalised employment support to long-term unemployed jobseekers and jobseekers at risk of being long-term unemployed. BSL JVES team seeks to

- increase employment and economic inclusion of Victorians who are long-term unemployed or at risk of long-term unemployment
- build the work-readiness and resilience of jobseekers to gain and sustain work that meets their needs and aspirations
- support Victorian employers to meet their skills and labour needs by connecting them to suitable Jobs Victoria jobseekers
- deliver broad benefits to jobseekers, their families and communities through their increased social and economic engagement
- complement and address gaps in existing services, including Commonwealth employment services.

POSITION PURPOSE

The Employer Engagement Officer works closely with the Employment Engagement Manager to ensure targets and KPI's are met for a range of activities under Jobs Victoria Employment Services program and within the JVES team.

Supporting a partnership approach to employer engagement, this position plays a key role in the development and implementation of approved approaches to business and community partners to secure relationships that result in both employment outcomes and broader support networks for a diverse range of disadvantaged jobseekers.

KEY RESPONSIBILITIES

- Create approaches to effectively reach new employers and businesses regarding job opportunities
- Work collaboratively with internal and external partners and contribute to the design and development of employer programs and new recruitment models and programs with employers
- Contribute to the development of critical success factors for employers, ensuring long term employment and minimising barriers to employment
- Create and maintain employer partnerships to create employment opportunities for jobseekers
- Present the Jobs Victoria Employment Services recruitment models to potential employers
- Assist employers to embrace diverse candidates with a particular focus on local industries experiencing skills shortages and/or industry growth
- Market and match diverse skill levels amongst a range of disadvantaged jobseekers seeking work by working closely with Employment Mentors who work with jobseekers in the program
- Work directly with jobseekers to ensure they understand the roles they are being matched with and assisting their Employment Mentors in successful matching
- Work with the Employer Engagement Manager to establish employer engagement targets
- Assist and support the JVES Regional Managers to adapt, develop and implement actions to ensure they are responsive and achieve the program targets
- Assist in the development and maintenance of appropriate monitoring, recording and reporting systems to meet various reporting requirements

- Generate and maintain accurate and timely jobseeker and employer records
- Contribute to milestone and contract reports to the funding bodies as per prescribed timelines
- Contribute to the development of case studies outlining the engagement with employers, employees and stakeholders
- Other duties as required

TO BE SUCCESSFUL YOU MUST HAVE

- Demonstrated experience in developing and coordinating employment brokerage for disadvantaged job seekers
- Proven knowledge and understanding of industry recruitment models and requirements
- Demonstrated understanding of diversity groups including, but not limited to, asylum seekers, refugees, people with a disability, mature aged jobseekers, young learners and parents with young children seeking work
- Well-developed interpersonal and communication skills with the ability to work effectively with a range of internal and external stakeholders and liaise across all levels
- Proven written communication skills and the ability to produce accurate reports, briefs and materials and presentations to a range of audiences
- Working knowledge of Microsoft Office programs
- Demonstrated time management and organisational skills with the ability to prioritise and meet deadlines and targets
- Current full Victorian Driver's license
- Understanding of and empathy with the values and ideals of the Brotherhood.

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include work-based travel, 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 working with Children's Check. The Brotherhood will facilitate this process