

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities

Position Details:

Position Title:	Trainer/Assessor - Youth Learning Pathways Program
Function:	Service Delivery
Reports to:	Program Coordinator, Youth Learning Pathways
Position Purpose:	<p>To plan, implement and deliver high quality and engaging accredited training as well as pre-accredited and non-accredited education programs to young people involved in the Youth Learning Pathways (YLP) Program.</p> <p>YLP supports disengaged young people aged 17 to 25 years who are involved in the criminal justice system or at high risk of engaging in criminal activity.</p>

Position Requirements

Key Result Area 1	Training Delivery & Assessment
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> In collaboration with the Project Worker, facilitate participant inductions and interviews to assess suitability and capacity to participate in YLP training programs. Deliver and assess accredited programs under Mission Australia's RTO scope, namely Cert. II in Skills for Work and Vocational Pathways (FSK20113) Develop creative and innovative teaching 	<ul style="list-style-type: none"> Training specific inductions and assessments are conducted effectively with YLP participants. Recommendations outlined in the assessments are implemented to ensure all participants are supported and are able to participate in the program. Accredited training and assessment is delivered in line with relevant legislation, Australian Skills Quality Authority (ASQA) standards and Mission Australia requirements.

<p>and learning approaches to address the learning needs of young people involved in YLP.</p> <ul style="list-style-type: none"> • In collaboration with the Project Worker, support young people to conduct required literacy and numeracy assessments and develop an education and training plan. • Develop and deliver pre-accredited and non-accredited education programs that are engaging and meet the learning needs of young people involved in YLP • Liaise with relevant stakeholders to assist in the development, planning and execution of training. • Support participants to participate successfully in YLP training programs by identifying their needs, developing solutions to address those needs and facilitating actions towards desired outcomes. • Evaluate training programs on a regular basis and use evaluation to inform future planning. • Provide expert advice on further education and training opportunities to program participants 	<ul style="list-style-type: none"> • Program participants are highly engaged and their learning needs are being met • All program participants have an Education & Training plan aligned to their learning goals and capabilities. • Pre-accredited and non-accredited education programs are informed by program participants and are effective in engaging and retaining young people in the program. • Effective relationships with relevant stakeholders are developed, maintained and are effective in • To regularly meet and consult with relevant stakeholders to assist in the development, planning and execution on training. • Applying a needs based approach to ensure all participants are supported, enabling positive engagement in the YLP Program • Training delivery is continuously improved based on evaluation findings/outcomes. • Program participants have a strong understanding of further education and training options, and how to navigate these options to achieve desired goals.
Key Result Area 2	Relationship Management
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Develop and maintain effective relationships with key external stakeholders including government and non-governments organisations • Develop and maintain effective working relationships with internal Mission Australia teams including key personnel from Mission Australia's RTO • Work collaboratively and cohesively with the YLP team (Program Coordinator and Project Officer) to ensure an effective and high quality program is provided to participants • Increase training and educational opportunities for YLP participants through new relationships and partnerships with community education providers, Learn Local Organisations, TAFEs and other Community Service Organisations. 	<ul style="list-style-type: none"> • Effective relationships with external stakeholders are developed and maintained resulting in positive outcome for participants and the program. • Strong internal relationships are developed resulting in improved service functioning and service outcomes. • The YLP team is viewed positively by internal and external stakeholders • Program participants are supported to achieve their education and training goals through access to opportunities as a result of strong relationships and partnerships. • YLP is promoted effectively and to the appropriate target audience as required.

<ul style="list-style-type: none"> Participate in direct marketing and promotional activities as required. 	
Key Result Area 3	Compliance & Administration
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Maintain adherence with all internal and external policies and procedures including contractual obligations, WHS, Privacy, ASQA, RTO and EEO Ensure all training resources are current and are compliant against relevant frameworks and service standards Record all required client data information on the designated systems in a timely and accurate manner. Maintain up to date attendance records, and accurately document competency outcomes and submission of evidence in line with relevant framework requirements Participate in moderation and validation processes as required Participate in relevant professional development activities related to training and assessment Participate in activities relatable to the evaluation of the Youth Learning Pathways Program as required 	<ul style="list-style-type: none"> All internal and external policies and procedures are complied with, resulting in audit compliance Training resources are compliant Participant data is accurately captured and recorded efficiently. Attendance records are maintained accurately and updated regularly. All documentary evidence of competency outcomes meets relevant frameworks and legislation. Participation in validation and moderation processes reflects compliance. Foundation skills knowledge is maintained and updated through participation in relevant professional development activities. Program learnings, successes are shared as required in program evaluation activities.
Key Result Area 4	Risk Minimisation
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Be aware of, and comply with site risk management procedures Comply with Mission Australia policies, procedures and standards of practice relating to client safety, WHS, Risk Management privacy and critical incidents. Inform the Program Coordinator of any identified client or program related issues, risks and work collaboratively to develop mitigation plans. Fulfil mandatory reporting obligations in relation to children, young people and adults participating in Mission Australia services Comply will all applicable state and federal legislation and contractual requirements 	<ul style="list-style-type: none"> YLP Program space is a safe environment for all staff and program participants. Mission Australia's Policies and Procedures are continuously adhered to. Issues and/or risks are identified and communicated to the Program Coordinator in a timely fashion. Effective strategies are implemented to mitigate risks. Issues/risks and mitigation strategies are entered into Mission Australia's risk and incident system. Obligations in relation to mandatory reporting are upheld Relevant legislation is adhered to and contractual requirements are fulfilled.

of the funding body	
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Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards.
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Certificate IV in Training and Assessment (TAE 40110),
- Possession of TAEASS502 and TAELN411 Units of Competency if delivering and assessing post March 2019.
- Tertiary Qualifications in Youth Work, Social Work, Education or related discipline is highly desirable
- Demonstrated knowledge and experience delivering training to adolescents and young adults involved in, or at risk of engaging in criminal activity
- Demonstrated knowledge and experience in developing and implementing innovative, creative educational programs to young people experiencing vulnerability and high levels of educational; disengagement.
- Demonstrated understanding of the Australian Core Skills Framework and Vocational Education & Training Framework
- Has experience in, or similar in the successful delivery of the Certificate II in Skills for Work and Vocational Pathways
- Superior interpersonal and communication skills

Position Description |

- Capacity to fulfil administrative and reporting requirements aligned to this position.
- Demonstrated understanding of RTO compliance relating to training and assessment
- Demonstrated knowledge of adult learning principles.

Compliance checks required

Working with Children	X
National Police Check	X
Drivers Licence	X

Approval

Area Manager – Victoria
Aileen Lacey

September 2018
Approval date