



POSITION DESCRIPTION

POSITION TITLE	Program Coordinator: AgFutures Project
DIVISION	Youth
DEPARTMENT	Children, Youth and Inclusion
REPORTS TO	AgFutures Service Development Lead

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DIVISION & DEPARTMENT PURPOSE

Children, Youth and Inclusion is a diverse service delivery Division in BSL. Children, Youth and Inclusion is typically made up of small to medium size operational activities aimed at providing services to children, families, young people and adults. Children, Youth and Inclusion is required to operate in a flexible and agile way to lead change and influence systems. Children, Youth and Inclusion responds the external political and service sector environment and offers new practice, service design and policy solutions to influence lasting change. All programs in the division must have a systemic change ambition beyond the service delivery.

Youth Programs sits within the Children, Youth and Inclusion Division and has a focus on developing a youth offer that ensures that young people have the opportunity to engage in education, training and employment using an Advantaged Thinking practice approach grounded in capability theory.

POSITION PURPOSE

The Program Coordinator will contribute to the development and implementation of a two year skilled pathway project in partnership with employers, TAFE and industry in the Barwon South West region of Victoria.

The role will be responsible for recruitment and on-going support for employers and young people participating in a Foundational Capability Pathway pilot.

The role will also be responsible for facilitating the recruitment of a cohort of young people for participation, brokering connections and pre-employment preparation opportunities, and providing case managed wrap-around support to young participants and their host employers during a 6 month employment based pilot.

The role will work closely with the Youth Opportunity team within the Brotherhood's Social Policy and Research Centre, with Brotherhood frontline staff and external partner organisations. This includes close collaboration with a parallel role within partner organisation Brophy.

The role will be located in region, either in Hamilton or Warrnambool and include regular travel to project delivery sites in regional Victoria.

KEY RESPONSIBILITIES

1. Teamwork and Accountability

- Work collaboratively within teams to achieve common goals;
- Demonstrate a commitment to the Brotherhood's quality framework and culture by participating in and promoting quality actions through continual improvement activities;
- In collaboration with the Manager and the youth team, set goals and objectives to ensure outcomes are met;
- Model the Brotherhood values and adhere to the Code of Ethical Behaviour in everyday work practices; and
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures.

2. Project development and implementation

- Support the Lead Partner organization in developing and driving recruitment of young people and employers to participate in the project.
- Provide coordination and support to practice and service development working groups within the project.
- Coordinate information and knowledge transfer to assist evaluation efforts in partnership with the research team, to ensure the progression of an effective and relevant evaluation of the AgFutures project.
- Broker pre-employment supports and connections for young people participating in the program.

- Provide intensive coaching support to a cohort of young people and their host employers participating in a 6 month employment based training pilot, including through weekly phone and/or email contact.
- Provide intensive post-placement support and follow-up with a cohort of young people in the six months following their employment based pilot.
- Develop and implement internal and external project communication strategies that ensure consistent feeding of information to the project team;
- Support the preparation of reports in line with project deliverables for external audiences including government and other providers;
- Document project activities providing a blueprint for replication or scalability
- Develop or tailor operational program resources, including processes and forms to support the delivery of the AgFutures project.
- Co-ordinate and update the relevant online platforms for the sharing of tools and resources, training, coordination, and collaboration

3. Stakeholder engagement & management

- Manage coordination, liaison and communication with key project partners on and relevant practice and service development working groups;
- Support the Lead Partner organisation to mobilise and build relationships with relevant cross-sectoral stakeholders (industry, VET, community, government) in youth employment;
- Work closely with external partner organisations to embed new and existing tools and processes in their work and communities;
- Work closely with service delivery teams on the development and testing of tools and resources to ensure practice is informing service development.
- Seek input and feedback from young people participating in youth services in the development of tools and resources
- Collaborate with external editors and designers

4. Service Development

- In consultation with relevant external stakeholders, design and develop effective and engaging resources and tools to support the delivery of the AgFutures project.
- Undertake ongoing monitoring and review of existing tools and resources, incorporating feedback and updating them as required
- Liaise with BSL Research and Policy Centre to ensure monitoring and evaluation findings inform service development and communicate this information to local service providers
- Assist in the development of policy and advocacy messages related to the strategic objectives of the program, including writing case studies, informing submissions and reviews

5. Multi-skilling

- The incumbent may be directed to carry out such duties as are within the limits of their skill, competence and training.

ORGANISATIONAL RELATIONSHIPS

The incumbent of this position will work closely within the Youth team and in partnership with the BSL Research and Policy Centre.

Internal Liaisons: Strategic Lead, AgFutures
Program Manager, AgFutures
Senior Manager, National Youth Employment
Youth Team
Research and Policy Centre

External Liaisons: Local sector representatives from industry, skills and training,
employment and community
Transition to Work National Community of Practice
External agencies and government departments

TO BE SUCCESSFUL YOU MUST HAVE

Essential

- Experience in developing and managing youth-focused projects;
- Experience in community-development and practice focused on youth education and employment;
- Demonstrated experience in service development and high level written and visual communication skills;
- Well-developed interpersonal skills with demonstrated ability to build effective, collaborative relationships;
- Strong organisational and coordination skills with the ability to project plan, prioritise and meet deadlines and drive outcomes, and the ability to be flexible and adaptable;
- Experience in developing and presenting high quality training with a range of stakeholders;
- Demonstrated experience in co-designing and implementing practice innovation in community settings;
- Relevant tertiary qualifications or equivalent experience in the area of education, youth, community services or a related field;
- Demonstrated broad knowledge and understanding of policy and practice in the area of education, employment, and disadvantage among young people in the Australian context;
- Proven youth focus and experience, with an understanding of and commitment to the values and ideals of the Youth Department including the Advantaged Thinking approach;
- Understanding and commitment to the values of BSL;
- Victorian Drivers License

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include regular interstate travel
- 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 Check is required for this position. The Brotherhood will facilitate this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.