



POSITION DESCRIPTION

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| POSITION TITLE | Youth Development Coach |
| DIVISION | Community Programs |
| DEPARTMENT | Youth |
| REPORTS TO | Team Leader Youth Programs |

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

DIVISION AND DEPARTMENT PURPOSE

Community Programs leads innovation and policy change work to improve lives of those experiencing disadvantage and inequality. Areas of work includes Youth Programs, Children's Programs, Work, Economic Security and Social Inclusion, and Strategic Partnerships.

Youth Programs site within the Community Programs 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 Advantaged Thinking practice approach grounded in capability theory. The department plays a key role locally and nationally in the development and delivery of training and resources to enable partner organisations to ensure young people's aspirations, skills, attributes and talents are recognised and harnessed. The Brotherhood's Youth Team plays a lead role in program delivery and service development across a range of initiatives across Frankston Mornington-Peninsula and North West Melbourne.

POSITION PURPOSE

The role of the Youth Development Coach is to recruit and engage young people to support them to successfully transition into employment and/or education using an Advantaged Thinking practice approach. This is achieved through providing one-on-one coaching and group experiential learning activities to participants that align with their career aspirations, address personal barriers to education and employment and link them with support services as needed.

KEY RESPONSIBILITIES

- Promote and recruit young people to participate in the program
- Using an Advantaged Thinking practice approach work with participants to help identify their education and employment goals, and support them to achieve outcomes in these areas
- Develop and maintain strong referral pathways into the program with a range of stakeholders including internal stakeholders, schools, community services, employment providers, and other government and non-government organizations.
- Assess participants' skills, capabilities and non-vocational barriers, as well as provide vocational guidance tailored to the participant's goals
- Connect participants to the right opportunities, resources, people and places to develop their talents and achieve their goals
- Address participants issues as they arise, manage participant dynamics and complex needs
- Connect participants to specialist agencies and ensure support and follow-up
- Run training to employment pathway programs, in conjunction with local employers, and education providers
- Support participants in job search activities, and facilitate volunteering and/or employment opportunities
- Reverse market participants to employers to achieve employment placements
- Continue to provide feedback and post-placement support, to ensure employment or education is sustained
- Maintain accurate and timely records in the relevant data management systems
- Keep current with local labour market and trends, as well as maintaining external stakeholder relationships to benefits participant's goals and future opportunities, including with employers and education providers
- Develop networks and relationships that lead to educational and employment opportunities for participants
- Assist in collaboration to ensure the program is integrated within the community in harnessing the community effort
- Maintain accurate and timely records in the relevant data management systems and support reporting requirements of the program as requested
- Understand individual key performance indicators, and work to ensure these are achieved
- Support and maintain a culture of developing positive language and talent-building, fostering a culture of excellence in service delivery
- Other duties as required

SCOPE OF RESPONSIBILITY

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| Direct Reports | NIL |
| Indirect Reports | NIL |

TO BE SUCCESSFUL YOU MUST HAVE

- Relevant tertiary qualifications in social work, community development, youth work and/or education, or extensive relevant experience
- Demonstrated experience of working in an outcomes-focussed environment
- A depth of knowledge about the causes and consequences of youth unemployment and the kinds of strategies that are successful in helping young people follow pathways to work
- Strong interpersonal skills which demonstrate an ability to create positive relationships with a wide range of young people, including young people of diverse backgrounds, and involve young people in activities and decisions
- Demonstrated experience in career planning and guidance resulting in placements in employment and/or education and training
- Demonstrated experience in group facilitation and training, including the development of training content and resources
- Strong networking skills and experience developing partnerships with other agencies, employers, education providers to work together on a shared goal
- Strong organisational and time-management skills, and an ability to prioritise and meet deadlines
- Highly developed administration and computer skills and competency in Microsoft Programs
- Demonstrated ability to work independently and as an effective team member to achieve goals
- Understanding of and empathy with the values and ideals of the Brotherhood

MANDATORY EMPLOYMENT CRITERIA

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