

### About Us

Anglicare Victoria works with children, young people, individuals, and families. We prevent harm and empower people to overcome challenges and achieve their full potential.

We believe in families and know that with access to the right support every family can grow and achieve their goals.

We work with families towards positive change. Whether it be a helping hand in a time of crisis or providing longer-term support and care. We partner with local communities, the private and public sectors, and our donors to deliver better results.

Supporting tens of thousands of Victorians every year, our 2000+ staff and volunteers operate from more than 90 sites across the state, as well as delivering assistance online, at home and in the community. We are Victoria's largest provider of Out of Home Care and Family Services, and one of Australia's most innovative agencies in working with vulnerable children youth and families.

### Home Stretch (Strategy)

Anglicare Victoria established The Home Stretch campaign in 2016. The aim of The Home Stretch is to advocate to state, territory and Federal governments to allow the option for a young person to remain in care to 21 years. This reform has achieved all state and territory governments now extending the care to 21 years for those that choose to stay on and have the agreement from their carer or receive care in another setting (for those in residential care or for those who do not wish to remain in foster or kinship care) that supports them in the community until they are 21 years.

Previous government policies required the child protection system to begin preparing a young person to leave care as early as 15 years, while most would leave their care placement during their 16th or 17th year. In comparison, children residing at home with one or both parents are remaining at home longer, with almost 50% of young people aged 18 to 24 having never left the family home. Research both nationally and internationally indicates that a high proportion of care leavers end up homeless, in the criminal justice system, unemployed or a new parent within the first year of leaving care. Our focus now is on embedding the changes across Australia to ensure implementation meets the needs of young people.

### Position Specifications

The below outlines some specifics about the position:

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|--------------------------|---|
| Service Stream/Function: | Strategy  |
| Program:                 | Home Stretch  |
| Reports To:              | CEO   |
| Direct Reports:          | May supervise and support less experienced employees  |
| Internal Stakeholders:   | Executive, Program Managers, Marketing & Fundraising, CEO Office                                    |
| External Stakeholders:   | Young People, Carers, Government Organisations, Partner Organisations, Service Providers, Community |
| Classification:          | Individual Contract Employment  |

## About You (Key Selection Criteria)

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### Qualifications/Licences

Required:

- A relevant tertiary qualification in Social Work, Psychology, Public Policy, Marketing, Community and/or Business Development and/or related behavioural sciences at degree level with relevant experience; associate diploma with substantial experience; qualifications in more than one discipline; less formal qualifications with specialised skills sufficient to perform the role; or experience attained through previous appointments, service and/or study an equivalent level of experience and expertise to undertake the range of activities required.

Desirable:

- Victorian Drivers Licence

### Knowledge and skills

- Significant experience leading projects, office or program with communications, marketing, policy or project management specific experience.
- Excellent verbal, written & visual communications, and presentation skills.
- Experience in stakeholder engagement, ability to build and maintain relationships with external contractors and stakeholders to deliver high quality outcomes.
- Strong research skills to gather data, analyse information, and draw meaningful insights to support policy decisions.
- Understanding Government structures (Federal, State/Territory and Departmental) and the Social Welfare sector.
- Innovative and flexible approach to work, ability to adapt to a busy environment and to manage competing priorities through strong work management skills, with energy & enthusiasm.

### Personal Qualities

- **Initiative and responsibility:** identify and share ideas for improvement with the team to increase effectiveness of how we work collectively and individually and take responsibility for own work and actions.
- **Drive and commitment:** ability to lead with best practice and set a high standard; motivated and positive approach to new challenges.
- **Teamwork and collaboration:** ability to support and promote a positive team culture of collaboration, inclusiveness, and respect.
- **Resilience:** the ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma.
- **Self-Development:** the desire to continually develop, inquire and learn through on-the-job experiences, exposure through participating in events, mentoring and education.

## Your Contribution (responsibilities)

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The key contributions in the role are outlined below:

### Role Specific

- Drive the interstate Home Stretch reforms and ensure program fidelity across all states and territories nationally.
- Undertake advocacy, research and policy to advance the reform and influence decision makers.
- Provide strategic advice, policy and administrative support to the Chair of The Home Stretch, as spokesperson for the campaign.
- Project manage all aspects of the Home Stretch reform, including overseeing project deliverables and budget management.
- Provide strategic advice, policy and support to the state and territory campaign committees.
- Lead and implement the strategy, activity planning, reporting and monitoring of the project.
- Develop, coordinate and execute campaign events.
- Lead the planning, development and execution of the Home Stretch International Symposiums.
- Lead and manage all communications, progress updates, reporting to funders, social media and digital, correspondence with various stakeholders, as well as manage the WordPress website.
- Develop executive documents and professional presentations.
- Provide the National first point of contact for the reform, policy papers, online and digital channels.
- Liaise and facilitate with multiple stakeholders; Federal Government, State and Territory Governments, Government Departments, Consultants, Young People, Carers, Child Welfare Agencies and Media to deliver effective outcomes.
- Manage external contractors for media, PR and social media where required.

### General

- Ensure familiarity and compliance with all governance, policies, and procedures.
- Adhere to all legislation, program requirements and relevant procedures relating to service provision.
- Undertake mandatory training within the required timelines. Participate in other training and development opportunities to ensure all necessary qualifications, skills, certificates, and clearances are obtained to meet the position requirements.
- Maintain appropriate and accurate case notes, records, reports and data-input, in line with the service area and function/position requirements.
- Attend client meetings, team meetings, workshops, and conferences, as required.
- Ensure privacy and confidentiality is always upheld.
- Professionally represent AV and our services at forums, meetings, and training with external agencies.
- Contribute to the development of continuous improvement and initiative strategies.
- Embrace and use new ways of working to enhance collaboration, effectiveness, and outcomes.
- Individuals may be required to undertake reasonable travel, as part of their position or duties.

## Our Commitment to Health, Safety & Wellbeing

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AV is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

All AV employees, contractors and volunteers are required to:

Position Title: Home Stretch Project Coordinator  
Position Number/Version: STR E ICF 112023 V1.0  
Approver: Chief Executive Officer  
Date: November 2023

- take reasonable care for themselves and others who may be affected by their acts or omissions
- contribute to, and be involved in, the organisation's ongoing management of health and safety activities, including consultation
- follow all workplace health and safety policies and procedures implemented
- participate in relevant health and safety training and inductions based on roles and responsibilities.

### **Our Commitment to Inclusion**

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AV strives to be an inclusive, safe and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to Aboriginal and Torres Strait Islander, LGBTIQ+, people with disabilities, people from diverse cultural, racial and linguistic backgrounds, people of all ages, people with caring responsibilities, and people with diverse religious beliefs or affiliations and people with lived/living experience of services similar to those delivered by AV.

All AV employees, contractors and volunteers are required to:

- take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive, and free from all forms of harassment, bullying and discrimination.
- undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural, racial and linguistic diversity.
- address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager.
- participate in and contribute to training, events and learning opportunities to celebrate differences, increase awareness and understanding of diversity, equity, and inclusion; and
- raise concerns and or complaints in a constructive manner, including identifying possible solutions.

### **Our Commitment to Child Safety**

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AV is committed to protecting children and young people from all forms of harm and abuse.

As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct, and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

### **Employment Screening and Required Certificates**

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Anglicare Victoria conducts safety screening practices for all preferred applicants. Safety screening must be satisfied prior to formal offers of employment being made and must be kept current to ensure ongoing employment. These include but are not limited to:

- an Australian Criminal History Check,
- an International Criminal History Check for those who have lived outside of Australia for longer than 12 months within the last ten years,
- a Current Employee Working with Children Check.

The responsibilities listed within this document have been identified as the primary functions of the position. Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position.