

Position Description

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| Position Title | Whatever It Takes (WIT) Project Coordinator |
| Salary | SCHCADS Industry Award 2010 Class II(b) Level 4 Pay point 1 \$34.82 per hour |
| Employment Type | Fixed Term Contract Conditions January 2020 – 30 September 2020 40 weeks/ 15.2hrs per week |
| Reports To | CEO NELLEN |
| Further Information | 02) 6056 0966 |

Your Employer

North East Local Learning and Employment Network (NELLEN) is a Victorian Government funded partnership broker with the core intent of improving education and employment participation, engagement, attainment and transition for Secondary School aged young people. NELLEN achieves these objectives by bringing together education providers, industry, community and government organisations to build sustainable partnerships that support improved transitions into employment.

Your Opportunity

Whatever It Takes (WIT) is a staged project that identifies the educational, vocational, and community supports available to **CALD young people** (and their families) including those from refugee/humanitarian entrant background, transitioning into employment in the Wodonga Region. The project is funded by the Department of Premier and Cabinet and seeks to ensure the mechanisms and supports are available for a successful transition from education into a preferred vocation option. The project will be delivered in **two stages**.

Stage One: The WIT project will commence with **consultations** with relevant stakeholders, programs and services to ensure CALD young people have access to a coordinated process during the transition period between education and employment. WIT will also work with the key stakeholders, including the young people, to co-design an employment support program that best matches the participants to their preferred vocational pathway.

WIT will evaluate the ability of current educational, vocational, and community supports to connect to each other and link with CALD young people who are seeking a successful **transition to employment**. WIT will **collaborate** with all identified project stakeholders and develop the second stage of the project for implementing during 2020.

Stage Two: WIT will deliver a **series of workshops** (including social enterprise training) for CALD young people and their families. Individual guidance will be coordinated to prepare young people for their transition into employment. CALD young people with support, will apply for jobs, establish social enterprise initiatives, and **develop agency** to independently seek vocational pathways. They will engage with employers who have job vacancies: 1) in local, high demand employment sectors and/or 2) of specific relevance to the individual young people engaged in the WIT project. The final aspect of this stage includes monitoring the **job application process** and the individual outcomes for each of the CALD young people engaged in the WIT project.

As the **WIT Coordinator** you will administer Stage Two of the project. You will establish the schedule of workshops, liaising with the young people, their families and the key stakeholders via the advisory group, to present a **six-ten-week program** of information and activity-based learning opportunities. You will then link the project participants to relevant support networks and monitor the application and employment outcomes of the CALD young people. You will also provide **data** and **anecdotal information** to the advisory group to complete the final project report.

Your Role

As the Coordinator, you will:

- determine the capacity and scope of the key stakeholders to provide information and activity-based learning workshops
- coordinate and deliver the information and activity-based learning workshops
- provide a point-of-contact for all project enquiries
- recruit CALD young people aged 17-25 years to participate in the project
- determine the individual job-seeking capacity of the CALD young people, including their vocational/career aspirations
- in collaboration with the advisory group and the NELLEN Structured Workplace Learning team determine the capacity of local employers to provide relevant employment or work placement
- develop a database of stakeholders and employers participating in the project

Assessing your suitability

The WIT Coordinator will demonstrate the following attributes:

1. Hold a relevant qualification and have undertaken a minimum of one year's employment in the community sector
2. Have knowledge of the CALD services and sector across NE Victoria
3. Be able to communicate with young people respectfully and supportively
4. Be able to think strategically and systematically
5. Be able to coordinate and liaise with diverse community and business colleagues
6. Be result focused; having strong skills in setting realistic and time-framed goals, establishing key priorities and meeting the key milestones by of the project's objectives
7. Hold high personal standards; having the ability to work autonomously and present high-level community relationship management

Additional Information

- An applicant from a non-English speaking background would be highly regarded
- The position is located in NELLEN's Wodonga office
- Further details of the project's objectives will be provided to the successful applicant
- NELLEN is a non-smoking environment
- Engagement of the successful candidate will be subject to a Criminal History check
- The contract is set at 40 weeks to match the project funding guidelines
- NELLEN values its staff members and promotes leadership, creative thinking and innovation
We respect professional behaviours, embrace diversity and encourage work-life balance

Further Enquiries

Please contact Bev Hoffmann on 02) 6056 0966 or ceo@nellen.org.au