

Position Description

Position Title	Structured Workplace Learning (SWL) Coordinator
Salary	SCHCADS Industry Award 2010 Level 5.1 – \$38.85 per hour
Employment Type	0.8EFT (30.4hrs) –20 January 2020 – 31 December 2021
Reports To	CEO NELLEN
Further Information	02) 6056 0966

Your Employer

The North East Local Learning and Employment Network (NELLEN) is one of 31 Victorian Local Learning and Employment Networks ([LLENs](#)). The LLENs are a Victorian Government initiative which has a core focus on improving education and employment participation, engagement, attainment and transition for young people within designated geographical boundaries. NELLEN covers four Local Government Areas – Alpine, Indigo and Towong Shires and the City of Wodonga.

LLENs achieve these objectives by bringing together education providers, industry, community and government organisations to build sustainable partnerships that support improved transition into employment and further education for students aged 10-19 years. There is a particular focus on young people who are at risk of disengaging, or who have already disengaged from education and training and are not in meaningful employment.

LLENs receives their operational funding from the Department of Education and Training (DET).

Your Opportunity

As the Structured Workplace Learning (SWL) Coordinator, you will undertake the management of the **Structure Workplace Learning Program and Portal**, collaborating with Secondary Schools, service providers and employers to facilitate SWL placements. You will source accurate information about **work placement opportunities**, and maintain current and meaningful details for both employers and schools using the SWL Portal. You will be able to develop key stakeholder databases.

Your experiences working with **‘at risk’** students, as well as those that have already **disengaged** from education, will ensure you seek creative opportunities that provide young people with alternative experiences of education, training and employment. Your knowledge of the **Vocational Education and Training (VET)** sector will support your ability to seek information from local employers and industry on the emerging needs and priorities. Your knowledge of key personnel in local Job Actives, Group Training Organisations, Registered Training Organisations, businesses and industry across NELLEN’s four **Local Government Areas** – Alpine, Towong & Indigo Shire, and the City of Wodonga – will support timely and targeted approaches that generate placement opportunities for posting on the SWL Portal.

You will be able to develop relationships and broker relationships between relevant **staff members** in schools and with employers. Your communication skills will enable the expansion of the **regularly committed** SWL placement opportunities by employers each year, and guide Career and VET/ VCAL Coordinators **knowledge** of industry placements across NE Victoria. You will develop relevant support materials that promotes the SWL program to **new stakeholders**. Your connections to the region’s schools and industry support your facilitation of the VET in Schools (VETiS) Network’s quarterly meetings.

Your Role

As the Structured Workplace Learning (SWL) Coordinator, you will **lead** the:

- monitoring of the SWL Portal's opportunities and consumptions
- management of the Portal's online data
- development of relevant relationships with the key staff at Secondary Schools, service providers, and employers from NELLEN's four Local Government Areas
- management of VET/VCAL enrollments, and GTO & RTO, school and industry databases
- conversations with relevant school and agency staff that seek to connect 'at risk' and already disengaged students to the opportunities available via the SWL Portal
- identification of current and emerging local needs and industry priorities
- facilitate school and employer partnerships
- information sharing about the SWL program and the benefits of SBATs with employers
- facilitation of the quarterly VETiS Network meetings

Assessing your suitability

NELLEN's Structured Workplace Learning (SWL) Coordinator will demonstrate the following attributes:

1. Be experienced in the circumstances surrounding 'at risk' and already disengaged students – having knowledge and understanding that relates to working with young people who are seeking alternative education and employment outcomes
2. Be proficient in the Vocational Education and Training (VET) sector – having demonstrated knowledge of VET, VCAL and School-Based Apprenticeship and Traineeship (SBAT)
3. Be knowledgeable in business and industry relationship management – having demonstrated experience working with NELLEN's four LGA's primary employers
4. Be able to manage complex information – having the ability to work autonomously, collate relevant data and statistical information in the administration of the SWL Portal
5. Be able to think methodically and sequentially – having demonstrated experience in establishing and managing workflow priorities
6. Be able to communicate influentially – having sales and teaching experiences to engage schools and businesses in the registration of opportunities on the SWL Portal; strong marketing skills for the preparation of fact sheets and promotional material, and media releases relevant to the SWL Portal

Additional Information

- NELLEN is a non-smoking environment
- Engagement of the successful candidate will be subject to a Criminal History check
- The contract term is subject to the successful completion of a six-month probation period
- NELLEN values its staff members and promotes leadership, creative thinking and innovation
We respect professional behaviours, embrace diversity and encourage work-life balance
- NELLEN actively supports staff to access a range of flexible work options, provides employee assistance programs, and professional development opportunities to full-time staff

Further Enquiries

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