

Position Title	Programs Manager
Salary	A negotiated salary equivalent to the SCHCADS Community Development Workers Award (commencing \$45.77 per hour)
Employment Type	0.8-1.0 EFT (30.4-38 hours per week)
Reports To	CEO
Supervises	SWL Team and additional project teams as NELLEN's programs expand
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 core objectives that 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 their 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 young people aged 10 to 25 years. There is particular attention placed 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). NELLEN receives additional funding for short-term projects from a variety of sources. The time fraction for this role will depend on the successful application eligibility for Jobs Victoria wage subsidy – guidelines are available here [Jobs Victoria Fund](#)

Your Opportunity

As the **Programs Manager**, you will report to the CEO as you manage the successful delivery of various programs across NELLEN's region, some of which are currently in operation, some of which will commence once grants are announced. It is essential that you already have a strong understanding of the Vocational Education & Training (VET) sector, including experience in VET delivery. With the changes to VCAL that are coming, you must be embracing of the new approach, once finalised, including helping other stakeholders to successfully navigate the transition.

The role will require you to be comfortable to create and maintain connections with people in business and industry. Other responsibilities include the ability to manage the achievement of KPIs of a number of programs. Initially this will involve the Structured Workplace Learning (SWL) program, with others commencing as grants are secured.

NELLEN's SWL Program relies heavily on an Education Department work placement portal. Once trained, you will be required to administer the portal. There will be administrative support to continue monitoring and updating the Portal for student, teacher and employer access.

The role involves regular travel across our region; therefore you must have a current driver's licence. A car is included in the salary package.

Your Role

As the **Programs Manager**, you will **lead** the:

- SWL team
- Management of the Portal's online data
- Management of registration of VET/VCAL placements on the Portal
- Development of relevant relationships with the key staff at Secondary Schools, service providers, and employers from NELLEN's four Local Government Areas
- 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
- Facilitate school and employer partnerships
- Identification of current and emerging local needs and industry priorities
- Information sharing about the SWL program and the benefits of SBATs with employers
- Facilitation of the quarterly VETDSS Network meetings.

As the **Programs Manager**, you will **support** the Chief Executive Officer to:

- Provide relevant material, in a timely manner, for departmental reporting,
- Monitor NELLEN's electronic and paper-based filing system,
- Maintain NELLEN's strength-based solution-focused work practice and office culture,
- Respect the confidentiality of NELLEN's staff, government, and community interests.

Assessing your suitability – *please respond to each criterion with specific examples that demonstrates your relevant skill or ability.*

As NELLEN's **Programs Manager**, you will have:

- A sound understanding of the VET sector and experience in VET delivery,
- Demonstrated ability to independently achieve expected results,
- Demonstrated ability to effectively manage staff,
- A positive attitude to navigating change and assisting NELLEN's teams as they undergo change,
- Ability to create and maintain connections within business and industry,
- A high level of competence in the use of standard office systems including word processing, databases, spreadsheets and various ICT applications.

Additional Information

- NELLEN is a non-smoking environment
- The contract term is subject to the successful completion of a six-month probation period
- As a Victorian government funded organisation that works with local schools, it is a requirement for NELLEN staff to have a current Working With Children's Check (or be eligible to obtain one), undertake a National Police Check, and be fully vaccinated. NELLEN pays for the WWCC and Police Check, but evidence of your vaccination status will be required before an employment contract can be offered.
- 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 programmes, and professional development opportunities to full-time staff

Further Enquiries

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