

Fitzroy Learning Network Inc.

Position Description

<u>Position:</u>	Youth Engagement and Training Coordinator (Part time/12 months)
<u>Reporting to:</u>	Chief Executive Officer
<u>Location:</u>	198 Napier Street, Fitzroy, Victoria 3065
<u>Date:</u>	March 2019

1. FLN's Vision

Our vision is of a strong, fair, inclusive and engaged community. A community where everyone understands and can exercise their rights and responsibilities and where they are able to access the resources, networks and support they need to realise their aspirations.

2. Position Context

Fitzroy Learning Network Inc. (FLN) is a not-for-profit organisation, affiliated Community Neighbourhood House Learning Centre and Registered Training Organisation. Since the mid-1980's FLN has provided a variety of highly regarded and valued programs and services to the community with a particular focus on newly arrived migrants, refugees and asylum seekers and young people. These programs and services range from English language programs to teaching sewing skills, computer skills and business leadership.

We take a 'strengths-based' approach to our work. That is, we understand that learning is dynamic and complex that people learn in different ways and that by identifying and working from the foundation of skills and knowledge a person already has they can strengthen that foundation as well as acquire new knowledge and skills. This approach also recognises and draws on the strengths of our local community to help us to plan, and create pathways to obtain further education, employment, wellbeing, health and social participation.

In October 2018 FLN completed a review of its Youth Programs. The outcome of the review determined that FLN needed to develop a new youth based position to focus FLN's limited resources, which would operate in partnership with other relevant stakeholders to develop services and programs. The position is to primarily support local disengaged young people aged 16 to 24 years in activities that would allow them to engage with the community, to develop their self-esteem, foster their skills ability and provide opportunities to access training and employment.

3. Position Rationale

The Youth Engagement and Training Coordinator will be responsible for planning, identifying approaches, building partnerships, developing the capacity and ability of FLN to develop opportunities to work with disengaged young people primarily aged 16 to 24 years.

The position will support and manage the organisation's youth based programs by consolidating program opportunities internally and by developing partnerships with other agencies that are consistent with our values and that will contribute to increasing the development of FLN's youth based programs and services.

Key Responsibilities of the Position

- Develop and implement a youth services strategic plan, to manage the development of FLN youth services over the coming 12 months. The strategic plan is to be based on the youth service review and its key outcomes. The plan is to include internal and external opportunities, relevant local demographic data, determine key stakeholders, key objectives, actions, outcomes and timelines. The plan will be presented to, including the provision of monthly reporting to the FLN CEO and Board of Management of the plans progress.
- Identify opportunities and work in collaboration with community providers to implement FLN's youth service strategic plan to provide access to services and programs for local young people. In the development and delivery of self-esteem building, skills development, training and employment based programs.
- Engage and in consultation with disengaged young people primarily aged 16 to 24, refer to and develop services and programs that support them reach their potential and that can move them into activities that builds their self-esteem, develop their skills and leads to further training and employment opportunities.
- Develop and contribute to new funding opportunities to support the development of FLN youth programs in liaison with the FLN Fund Raising Sub Committee.
- Establish, build and maintain collaborative relationships with relevant service providers, networks, community organisations applicable to the role that will lead to positive outcomes as per the implementation of the youth services plan. Including the establishment of a database of relevant stakeholders.
- Market FLN's youth programs in the Fitzroy community through a range of promotional and engagement activities. This includes development of promotional material, use of social media and local networks.
- Provide support to local middle year aged young people and programs pending available time and resources in liaison with local service providers.
- Within the scope of the skills and qualifications required for the role, in liaison with the CEO, as agreed, including the negotiation of additional hours, undertake additional duties if required.

4. Position Requirements

Interpersonal and Communication Skills

- Ability to relate well to young people and the wider community.
- Interpersonal skills to build positive, strong relationships with young people and other stakeholders including the youth sector, organisations and businesses
- Well-developed written & oral communications skills.
- Ability to work within community engagement and community development principles and approaches
- Publicity and promotional skills.
- Ability to keep clear, detailed records and to write reports.

Project Management and IT Skills

- Ability to identify, develop, implement and evaluate youth programs.
- Ability to plan for youth development for FLN and the local Fitzroy/City of Yarra communities
- Proven ability to develop, maintain and collaborate with relevant networks and gather resources.

- Experience in managing projects and events
- Ability to work within a budget.
- Ability to complete tasks and projects within agreed timeframes.
- Ability to write funding submissions.
- Computer skills appropriate to the position.

Personal Attributes and Values

- Ability to be self-motivated.
- Responsiveness and sensitivity towards cultural differences.
- Ability to deal with conflict constructively.
- Commitment to access, equity and reconciliation.

5. Knowledge

- Application adolescent development theory
- Current philosophies, principles and practices of community development, community engagement, youth participation and social justice
- Local and broader youth sector, agencies, services and resources.
- Local and broader issues affecting young people.
- Awareness of programs and services relevant to young people.
- Sources of funding and community resources.

6. Experience and Qualifications

- Tertiary qualifications in the field of social science or youth are desirable.
- Previous experience in working in the community sector.
- Application of a community development approach to work creatively and effectively with young people, agencies and the wider community.
- Demonstrated Program development, implementation, monitoring and evaluation.
- Significant relevant experience working with young people from a broad range of backgrounds in a community based setting.
- Significant experience in seeking funding and other relevant resources.
- Significant experience in working as a team member.

7. Accountability

The Youth Engagement and Training Coordinator will be accountable to the CEO of Fitzroy Learning Network Inc. Accountability will be through:

- Support and Supervision Sessions
- Provision of regular reports

8. Teamwork

- When applicable work with the broader FLN team to deliver agreed joint activities, programs and events
- Maintain a teamwork approach at all times
- Actively participate in FLN program and agency meetings (as required)
- Follow all appropriate FLN policies, procedures and codes of conduct
- Actively participate in formal support and supervision sessions and work appraisals with the FLN CEO.

9. Accountability and Extent of Responsibility

- Demonstrate accountability, responsibility and self-management in the position in relation to completing duties as outlined in the position description
- Ensure the role is undertaken in a manner that is compliant with FLN policies and procedures e.g. Privacy, OHS and Child Safety Standards
- Ensure application of RTO and VRQA quality standards if required

10. Judgment and Decision Making

- Makes professional judgments and decisions consistent with and as outlined in the position description

11. Key Selection Criteria

1. Tertiary qualifications in the field of social science, education or youth and or relevant experience.
2. Application and demonstration of a community development approach when working creatively and effectively with young people, agencies and the wider community.
3. Demonstrated ability to undertake the development of strategic plans and implement them achieving measurable outcomes, including monitoring and evaluation.
4. Demonstrated experience working with young people from a broad range of backgrounds in a community based setting. Application of policies ensuring the safety of young people.
5. A demonstrated ability to work with staff in a professional manner in a fast paced team environment, maintaining a solutions based approach.
6. Current Working with Children's and Police Check.

Desirable

7. Certificate IV in Training and Assessment
8. Current Driver's Licence.

12. Salary, Award and Conditions

The position is based on the employment conditions in accordance with the Educational Services (post-Secondary Education) Award 2010. The position is part time, paid @ \$31.68 per hour as per General Staff Level 6.2 as detailed in the award, for 22.8 hours per week for 12 months. Pending continuation of funding the role will likely be extend. Salary per year per \$37,559 based on the above rate and hours, plus super and leave loading provisions. Salary Sacrificing arrangements are available.

The successful applicant will be required to enter into a 12 month employment contract and a 6 month probation period will apply.

13. Further Information and Applications

For more information about the position please contact Robert Menzies CEO Fitzroy Learning Network Inc. on 9417 2897. Applications including response to the key selection criteria need to be received by 30/3/2019. Application not responding to the key selection criteria will not be considered. Please send applications via seek.