**POSITION DESCRIPTION**

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| **JOB TITLE:** | **Training and Employment Program Manager** | **DATE:** | **July 2020** |
| **REPORTS TO:** | **General Manager** | **DEPT:** | **Training and Employment Program** |
| **HOURS:** | **38 hours a week** | **CATEGORY:** | **Permanent Full Time** |
| **APPROVED BY:** | **CEO. Rev. Bill Crews** |  |  |

**SUMMARY OF THE JOB:**

The Rev Bill Crews Foundation is a registered charity whose mission is relieve the poverty, homelessness, distress, and disadvantages faced by marginalised individuals. A key aim of the Foundation is to advance education and employment opportunities for young people with a focus on reducing barriers to employment through training and practical experience, collaboration and providing pathways to enable individuals to transition into employment.

The Foundation is seeking to employ an experienced practitioner with highly developed skills in the areas of training, employment and social services working with individuals in gaining the necessary skills and experience required to transition into the workforce.

**Program Objective:**

The Transition 2 Work Program provides skills development, training, work placements and job opportunities to unemployed, disengaged, and disadvantaged people with an emphasis on individuals aged between17-30-year-old.

Program participants will receive face to face theoretical and practical training with a focus on transitioning to employment primarily in the hospitality sector.

The program is about to receive its first cohort/intake of 15 trainees/participants and as such will provide an opportunity for you to add your own personality and expertise to the programs design and implementation.

The Training and Employment Program Manager is an integral part of the Rev Bill Crews Foundation’s 12 week ‘Transition 2 Work Program’ supporting those facing barriers to employment.

**Duties and Responsibilities:**

* Develop the program participants eligibility framework.
* Work with key stakeholders including educational institutions, other Not for Profit organisations and agencies in the delivery of the program.
* Develop and network with trainee participant referring agencies including present publicly at employment forums and referring agency networking events.
* Assess program candidates and respond to all referrals in a timely, professional and ethical manner.
* Ascertain candidate eligibility for the program and manage trainee participant recruitment
* Support participants to ensure engagement with the program and successful outcomes
* Assist participants to develop communication and interpersonal skills, the ability to prioritise and maintain motivation, as well as strengthen engagement
* Mentor participants to the development of job seeking skills including resume writing
* Create post program employment pathway partnerships and assist trainee participants facilitate further employment opportunities
* Facilitate group activities for each intake to assist them in remaining engaged with the program
* Schedule work placement in our own Café, Restaurant and Mobile Food Vans
* Capture, measure and communicate social outcomes and impact

**Administration:**

* Maintain appropriate training and work placement records
* Maintain accurate referral and employer partner stakeholder records
* Complete regular reports for submission to management

**Other:**

* Undergo training courses and attend meetings when required
* Be prepared to create, challenge and adjust work methods and procedures to ensure the smooth running of the program
* Keep up to date with issues affecting the target groups
* Ensure compliance with all relevant regulatory training program requirements
* Apply for grants and submit proposals to key stakeholders
* Carry out any reasonable request from management

**Academic / Education AND EXPERIENCE Requirements**

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| **Essential** |
| Minimum relevant qualification in Cert IV (or higher) in Social Work, HR or Psychology and a minimum 3 years’ experience in the Human Services/Community Service field. |
| Knowledge of the vocation employment training sector and transition pathways for people to obtain employment. |
| Experience liaising with, and knowledge of, key stakeholders including training providers, employers, community organisations, government agencies. |
| Community engagement skills and experience. |
| Experience achieving KPI’s, record keeping, report writing, data collection and all necessary administrative tasks including well developed computer skills. |
| Current Driver Licence – preferred. |
| Current First Aid Certificate. |

**PERSONAL QUALITIES AND BEHAVIOURAL TRAITS**

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| **Essential** |
| National Police Certificate and Working with Children Check. |
| Passionate about creating training and employment opportunities. |
| Collaborative. |
| Values driven. |
| Strong verbal and written communication skills. |
| Integrity and reliability. |

**WH&S RESPONSIBLE FOR THE EXECUTION OF THE SAFETY REGULATIONS**

* Demonstrate understanding and a personal commitment to adhering to safety guidelines, as well as minimising/eliminating risks.
* Ensure all tasks are carried out in accordance with the organisation’s Policies and procedures.
* Providing a safe work environment.
* Ensuring employees understand their WH&S role and responsibilities.
* Documenting and reporting WH&S incidences.
* Consulting with employees on WH&S issues that affect them.
* Providing adequate training to employees on WH&S issues.

It is the intention that this position description is seen as a guide to the major areas and duties for which the Program Manager is accountable.

However, the business may change, and the Program Manager’s obligations are bound to vary and develop, so the job description should be seen as a guide not as a permanent, definitive and exhaustive statement.

Between trainee participant intakes it is expected that the Program Manager will be flexible and take on additional responsibilities within the organisation.

##### ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents.

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| Employee Name (Please Print) |  | Date |
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| Employee Signature |  | Date |
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| Supervisor’s Signature |  | Date |