**POSITION DESCRIPTION**

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| **POSITION TITLE** | Youth Transitions Coach |
| **DIVISION** | Community Programs/ Youth |
| **DEPARTMENT** | Youth Transitions to Work |
| **REPORTS TO** | Regional Manager, Youth – North West |
| **LOCATION** | Broadmeadows |

**ORGANISATIONAL PURPOSE**

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood’s Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

* Inclusive services and communities for everyone
* Thriving and resilient children and young people
* Economic security for all
* A trusted voice nationally on poverty and disadvantage
* An inclusive, effective, efficient and agile organisation

**DEPARTMENT PURPOSE**

The strategic objective of the Youth Division is: Thriving and resilient children and young people. The Division has a focus on developing a youth offer that ensures that young people have the opportunity to engage in education, training and employment using an evidence informed practice approach. The division concentrates on young people aged 15 and over, who are disconnected from education or employment, to make the crucial step into the world of work.

The youth offer in the North West includes a suite of strategic initiatives aligned to young people’s employment, education and training:

**Transition to Work (TtW)** program provides young job seekers aged 15-21 with intensive one-on-one support to gain employment and/or continue their education across Frankston. Mornington Peninsula and Broadmeadows. Funded by the Australian Government, more information on this program may be accessed at <https://www.employment.gov.au/transition-work>

**Youth Transitions Support Pilot (YTSP)** The Youth Transitions Support Pilot is funded by the Department of Social Services and provides early intervention assistance and address barriers to participation in education and employment that are specific to young people of refugee and migrant backgrounds under the age of 25. Applying BSL’s evidenced-based Youth Transitions (YT) service delivery model, BSL is leading the delivery of the pilot in the Hume LGA.

**Creating Futures** **for Youth** program in Melbourne supports young people experiencing disadvantage who are recently disengaged from education and employment, with a focus on those of refugee and migrant backgrounds. Due to increased youth unemployment and significant challenges young people face in maintaining meaningful connections to community and local labour market, this program is supports young people who are otherwise not eligible for other federally youth employment and education funded programs

**Youth Hubs** are based in schools, TAFEs or community settings and collaborate with culturally diverse, disadvantaged communities across North West region of Melbourne. Every hub is different, but the shared ambition of the Youth Hubs is to support participants to maintain their meaningful connection to education and/or training, and build their social capital and social connections to the broader community. Youth Hubs focus on partnerships that encourage existing services to deliver their projects at the hubs.

**POSITION PURPOSE**

The role of the Youth Transitions Coach is to recruit and engage young people to support them to successfully transition into employment and/or education using an advantaged thinking practice approach.

**KEY RESPONSIBILITIES AND DUTIES**

* Promote and recruit young people to participate in the program
* Using an advantaged thinking practice approach work with participants to help identify their education and employment goals, and support them to achieve outcomes in these areas
* Reverse market participants to employers to achieve employment placements
* Develop and maintain strong referral pathways into the program with a range of stakeholders including schools, community services and other government and non government organizations.
* Support and maintain a culture of developing positive language and talent-building, fostering a culture of excellence in service delivery
* Assess participants’ skills, capabilities and non-vocational barriers, as well as provide vocational guidance tailored to the participant’s goals
* Connect participants to specialist agencies and ensure support and follow-up
* Run employability skills workshops, in conjunction with local employers and service providers where possible, and individual and group coaching sessions
* Support participants in job search activities and facilitate industry immersion and volunteering opportunities whilst supporting and building networks and relationships that lead to educational and employment opportunities for young people;
* Continue to provide feedback and post-placement support, to ensure employment or education is sustained
* Maintain accurate and timely records in the relevant date management systems
* Keep current with local labour market and trends, as well as maintaining external stakeholder relationships to benefits participant’s goals and future opportunities
* Support reporting requirements of the program as requested
* Assist in ways to capture, communicate and share innovative ideas and practices
* Support networks and relationships that lead to educational and employment opportunities for participants
* Other duties as required

**TO BE SUCCESSFUL YOU MUST HAVE**

**Essential**

* Relevant tertiary qualifications in social work, community development, youth work and/or education, or extensive relevant experience.
* Experience in an education or employment environment with knowledge and experience working with young people of diverse backgrounds.
* Demonstrated experience of working in an outcomes-focussed environment.
* A depth of knowledge about the causes and consequences of youth unemployment and the kinds of strategies that are successful in helping young people follow pathways to work.
* Highly developed interpersonal and communication skills to liaise and build relationships with a broad range of people at all levels and from diverse backgrounds. An ability to communicate effectively with people who have limited English skills is essential.
* Demonstrated experience in career planning and guidance resulting in placements in employment and/or education and training.
* Demonstrated experience in group facilitation and training, including the development of training content and resources.
* Demonstrated experience working with young people within youth justice settings.
* Strong organisational and time-management skills, and an ability to prioritise and meet deadlines.
* Highly-developed administration and computer skills and competency in Microsoft Programs.
* Demonstrated ability to work independently and as an effective team member to achieve goals.
* Experience in learning and community development, in particular for young people.
* Understanding of and empathy with the values and ideals of the Brotherhood.

**MANDATORY EMPLOYMENT CRITERIA**

* attendance at a variety of different work locations
* proof of eligibility to work in Australia is required
* a satisfactory Police Check is required. The Brotherhood will facilitate this process
* a Working with Children Check is required for this position. The Brotherhood will facilitate this process