



North Central LLEN

## Director

## Youth Take Over (Loddon Campaspe)



# POSITION DESCRIPTION

## THE DETAILS

- Employment:** Full time, Fixed Term contract until end of 2023 with potential extension
- Salary:** \$90,000 - \$120,000 package including super (based on skills and experience)
- Reports to:** Executive Officer, North Central LLEN
- Direct reports:** *Take Over* Loddon Campaspe Project Team Members (up to 4)
- Location:** Loddon Campaspe Region covering the local government areas of Loddon, Campaspe, Bendigo, Mount Alexander, Central Goldfields and Macedon Ranges. Head office for this project is in Charlton, with other offices in Wallan, Bendigo, and Echuca. Hybrid work arrangements will be needed.

## THE POSITION

This position is an opportunity to join the North Central LLEN and work alongside people across the Loddon Campaspe region with a passion for young people.

The Youth Take Over initiative will address the problems young people face entering the labour market after leaving school in the Loddon Campaspe region.

This project will bring about a better system of support to help young people who are unemployed or at risk of unemployment enter our growing industries.

Youth research shows young people need a supportive eco-system that can address all the barriers they face and help generate local solutions that attach them to pathways and jobs.

Research shows supportive ecosystems need to be:

- local and flexible (place based) driven by local assessment of the needs and interests of young people
- co-designed with industry and services (human, skills/training, jobs services, etc), to create packages of coordinated activity and system reform
- sustained over time.

This role is for someone who is excited about using their experience and creativity to support young people who may find themselves unemployed in their first year out of school, to build pathways to employment in an industry that interests them (and for that industry to in turn meet and learn from young people).

A key element of the role will involve facilitating short initiatives of up to two months in which a group of up to 10 young people work on a project that leads to a "take over" of something in an industry.

Young people will be trained by community and industry experts to learn about the industry and develop the skills they need to run their *Take Over*.

Working closely with four Local Learning and Employment Networks (see below), you will be responsive to the needs of a range of communities to develop place-based initiatives that can meet the key objectives of the funding.

Support from the Kirkland Lake Gold Community Partnership ensures the *Take Overs* and other initiatives are of high quality, and not only involve the young people as participants, but as support peer facilitators.

You will work in a way that maximises what already exists in communities, involves other programs/services/organisations, and builds the capacity for the community to run the *Take Overs* themselves in the future.

Over the life of the program initiatives that are developed and delivered across the Loddon Campaspe region will provide at least 50 young people with an employment outcome.

This will build an exciting and innovative youth employment support system long term, that offers every young person having difficulty working out what to do after school, opportunities.

### **Outcomes:**

- **give young people** the work experience, skills (teamwork, project management, organisation skills) and industry contacts that research shows are vital to them overcoming disadvantage in the labour market. They will be trained and mentored by community and industry experts so they can plan and run their event, while learning about the industry and the jobs within it as they go.
- **give employers** a chance to see their business from a youth perspective and fresh ideas. *Take Overs and other initiatives* will allow industry to build a pipeline to young people and their families, to help them engage with a younger customer base.
- **embed capacity across our communities and industries**, to create a better, flexible, locally designed youth unemployment support system for our region, long term. As we expand, we want to see every young person who participates offered a guarantee of support to set them up for life.
- **employment for at least 50 young people**

## **OUR ORGANISATION**

The project is governed and led by a partnership of four regional Local Learning and Employment Networks (LLENs) across the Loddon Campaspe region – Central Ranges LLEN, Goldfields LLEN, Cohuna Campaspe LLEN and the North Central LLEN (project lead).

For 20 years, LLENs have created 'place based' responses, convening stakeholders (from government, businesses, community organisations and philanthropy), to identify local needs, and combine resources to develop local solutions. The project is sponsored by the Kirkland Lake Gold Community Partnership Program.

The North Central LLEN's vision is for all children and young people to be confident, resilient, and to thrive in education, work and life.

Our priority is to support children and young people and their families, particularly those experiencing rural, social or economic disadvantage through programs and initiatives that build:

Our staff contribute to an organisation that prides itself on:

- Working with and for children and young people to enhance education, wellbeing and employment opportunities in ways that matter to them,
- Linking stakeholders and driving agendas through strong and sustained partnerships,
- Sharing knowledge and promoting innovation, and
- Being a great place to work.

Our work is guided by a commitment to involving young people and utilising their strengths, particularly those who face the most barriers.

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## KEY ACTIVITIES

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You will:

- Project manage all parts of the program including program design, event management, governance, partnerships, staffing, budget, communication, risk management and evaluation.
- Create a community manual/learning kit to support long term sustainability.
- Work with the four LLENs to identify opportunities, and design and manage a three-year program of at least 20 *Take Overs*, meeting the youth employment outcomes and outputs in our project charter and sponsorship agreement.
- Collaborate with local agencies and businesses to facilitate the construction of the *Take Overs and other initiatives*, supporting both design and implementation. Work to build the capacity of communities and employers to run *Take Overs* themselves in the future.
- Work closely with the Communications & Engagement Officer at the North Central LLEN and to spread the word about the program and its achievements, sponsors; inspiring other communities and employers to take part and building a community commitment to address youth unemployment.
- Train, mentor and supervise Facilitators & Peer Mentors
- Develop the “big picture” youth unemployment support system concept and present the model at a variety of professional forums.

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## SELECTION CRITERIA:

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1. Demonstrated project management experience (at least 3 years), including:
  - Program design and implementation,
  - Management of a team across a wide geographic region,
  - Management of multiple complex sub-projects, and
  - Event management.
2. A demonstrated commitment to supporting:
  - the capabilities of young people and their pathway to the world of work, and
  - social justice principles: inclusion, social connection, and community capacity building.
3. Proven experience in developing and managing strategic cross-sectoral partnerships with quantifiable outcomes (preferably in the Loddon Campaspe region).
4. Excellent interpersonal skills, written, oral and verbal communication skills.
5. Creative and strategic thinking skills with the ability to ‘join the dots’ between program activities and a broader ongoing system of support for young unemployed people in the region.
6. Sound time management skills, initiative and drive, entrepreneurial flair, and demonstrated critical thinking and problem-solving skills.

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## QUALIFICATIONS

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A relevant tertiary degree in project management, community development, management or a related discipline would be viewed favourably, but is not essential where the applicant can demonstrate extensive work experience relevant to this position.

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## EMPLOYMENT CONDITIONS

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The North Central LLEN is a registered charity with DGR status and can offer our employees salary packaging.

This position has the flexibility to work from a number of locations – home office, Charlton, Wallan, Bendigo, Echuca or a hybrid of these.

A vehicle (for work purposes), phone, lap-top computer and other required office supplies will be made available to the successful candidate.

The successful applicant will require a current Victorian Driver's Licence and be willing to undertake police and working with children checks.

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## APPLICATION

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Interested applicants should email the following to be received **by 5.00pm on Friday 18 June 2021**.

- A cover letter responding to the Selection Criteria (no more than four pages) featuring examples of your achievements against the criteria
- A Curriculum Vitae with relevant qualifications and work history (no more than three pages)

Email to: [officemanager@ncllen.org.au](mailto:officemanager@ncllen.org.au).

Subject line: 'Applicant Director - Youth *Take Over*' (please request read receipt)

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**For more information or a confidential discussion about this position, please contact:**

Jerri Nelson, North Central LLEN

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For general background information, please visit <http://www.ncllen.org.au/youth-take-over.html>