



Position: L2P Coordinator

Location: Whittlesea Community Connections, Shop 111, Pacific Epping

Reporting to: Team Leader Active Ageing & L2P

Organisational Context

Whittlesea Community Connections (WCC) is a place based community agency that strives for the empowerment of individuals and groups within the local community who face disadvantage, isolation and obstacles to effective social and economic participation. The agency is committed to developing responsive approaches to meet the challenges posed by Whittlesea's changing and emerging communities. We have a clear role in advocating to both services and different levels of government through both direct service and policy input. Our services and programs are designed to respect and empower and are free, confidential and impartial.

Whittlesea Community Connections core objectives are to:

- Identify and address information and service needs of residents in City of Whittlesea
- Advocate for and with the community for increased participation in decision making
- Support formal and informal volunteer roles in the Whittlesea community
- Collaborate with agencies and Government to develop and sustain services that serve local community needs
- Continue to develop and improve the quality, efficiency and accessibility of our services
- Identify opportunities for greater community involvement and leadership so that community residents can contribute to decisions that affect their lives.

Position Rationale

Young people are a strategic priority for WCC – this means they are a priority group across all our programs, activities and advocacy as well as having youth specific programs and building our capacity and expertise to work effectively with young people.

The L2P Coordinator position provides effective coordination of the TAC L2P and the Community Road Safety program across the organisation to deliver a minimum of 60 learner places for the L2P program. In addition, work in collaboration with external partners to deliver driver education sessions and provide supervised driving sessions to eligible newly arrived adults. This position is funded by VicRoads/TAC.

The L2P Coordinator will participate in the life of the organisation, promote the objectives and other integrated programs of WCC and adhere to the values, policy and procedures.

Responsible to

The L2P Coordinator will report to the Team Leader Active Ageing and L2P. Accountability will be through support and supervision sessions, provision of regular reports, participation in performance reviews and all staff training.

Key Duties & Responsibilities

Program Coordination

- Coordinate learner intake, assessment and matching process with volunteer mentors.
- Recruit, train and provide ongoing support to volunteers including leading quarterly volunteer meetings, group debriefings and relevant training.
- Ensure delivery of the L2P and Community Road Safety programs adheres to agency policies and the TAC L2P program guidelines.
- Ensure delivery of the program is coordinated and accessible for disadvantaged learner drivers who don't have access to a mentor (a full Victorian licenced supervisor and a vehicle).
- Continue to develop the volunteer recruitment strategy, program promotion and network development
- Operate within a framework that supports learner self - determination and informed decision making.
- Coordinate and deliver road safety information sessions, education and driver training in response to community needs.
- Maintain a strong and responsive steering committee and ensure meetings are held in accordance with funding requirements.
- Liaise with external organisations, stakeholders and partners for appropriate referrals and training.

Service Integration and development

- Develop a strong understanding of WCC's approach, services and programs and use this to increase access of individuals and families to information, support and opportunities.
- Work closely with the DriverEd social enterprise (WCC's driving school) to ensure professional driving lessons are delivered on time and within budget.
- Make appropriate referrals to facilitate access to other WCC services and programs for L2P clients and volunteers.
- When the opportunity arises promote WCC's programs and services and support other WCC staff to collaboratively work with L2P and the Community Road Safety program.

Administration & Operations

- Provide accountability and work reports to the Active Ageing and L2P Team Leader, and funding bodies as required.
- Vehicle maintenance and logistics, specifically scheduling learner / mentor bookings.
- Maintain all volunteer and client records, including entry into the database.
- Ensure volunteer and learner files, records and communications are kept confidential and comply with relevant legislation and WCC policies and procedures.
- Contribute to the effective management of the L2P Road Safety budget in consultation with the team leader.
- Use of the MMARS reporting system or any other system mandated by funding bodies.
- Assist with funding applications and acquittal reports.
- Attend quarterly TAC L2P/ VicRoads meeting and regular staff meetings.

Qualifications & Experience

A qualification in the field of community services, youth work, community development, a relevant field or the equivalent experience would be beneficial.

Key Selection Criteria

Essential

- Experience in the successful delivery of community based programs and services.
- Experience working in challenging situations with vulnerable community members.
- Demonstrated interpersonal skills, including effective communication, negotiation, verbal and written presentation skills.
- Experience in recruiting, coordinating, resourcing and building rapport with volunteers.
- Demonstrated capacity for resourcefulness and self-motivation and an ability to manage competing work priorities and solutions.
- High level of computer proficiency.
- Ability to raise awareness and promote the program.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa and current Victorian Drivers licence. You are required to maintain a current police check and Working with Children Check.

Salary and Conditions

- This is a 1.0 EFT (38 hours per week) position up to 30 June 2023 with potential for extension depending on future TAC/VicRoads funding.
- Conditions will be in accordance with the Social, Community, Home and Disability Services Industry Award 2010, Level 4 (Pay point 1 – 4 depending on experience/\$37.54 - \$40.39 per hour).
- Generous salary sacrifice arrangements, if taken up by the employee, can significantly increase take home pay.
- 14 weeks paid maternity leave is available after 12 months continuous service.
- WCC is an equal opportunity employer and a child safe organisation.
- The worker is required to use her/his own vehicle for work purposes from time to time. A kilometre allowance in accordance with the ATO guidelines is provided.
- Occasional after hours or weekend work may be required from time to time. Overtime is not paid but WCC operates a flexible workplace and a time-in-lieu policy.