



Position Description

Title:	Youth Program Coordinator (Western Region)
Department:	Sparkways Mentoring
Reports to:	Program Manager – Youth & Enterprise
Location:	Flexible – Sparkways hub offices, services and remote
Status/FTE:	Part-time 32 hours per week (0.865 FTE)
Award:	SCHCADS Award Level 3 (Social, Community, Home Care and Disability Services Industry Award 2010)

About Sparkways

Sparkways Australia (Sparkways) is a social purpose organisation, delivering access to early learning, mentoring for the vulnerable and those at-risk, and training and employment opportunities for those wanting to Sparkways, but have not had the chance.

Sparkways Vision and Values

Sparkways' vision is to create a meaningful difference to the lives of children, young people and families who are facing disadvantage.

Sparkways has three key values:

1. Involve and be involved in our communities
2. Be loyal, dedicated and positive
3. Make ideas happen

Sparkways is committed to working alongside people to support building capacity, resilience and independence. Sparkways prides itself on being a trusted and collaborative partner with a passion for discovering new ways of doing things, which are responsive to social need.

Child safety

Sparkways is a child safe organisation. Child safety is a critical aspect of all roles and responsibilities in the organisation. All employees must fully read, understand and ensure they work within the bounds of the child safety policy and code of conduct.

Sparkways promotes the rights of all children to participate, have purpose, and be protected from harm. Sparkways has a zero tolerance of any behaviours or attitudes that might cause harm to children.

About the position

The role of the Youth Program Coordinator is to support the provision of mentors to young people within the community including; the Volunteer and young person screening and assessment processes, matching mentors to young people and supporting their match throughout the 12 months of the program to ensure young people are provided the support necessary to achieved their desired goals.

The role will also provide the scope for the Youth Program Coordinator to engage with young people and volunteers in group programs and exercise initiative through identifying and responding to community needs, building relationships and engaging the community.

Position objectives

The position is responsible for managing and supporting volunteers, connecting them with vulnerable young people in one-to-one matches and seeking opportunities for the development, implementation and evaluation of various youth centred programs across the Western region while being guided by Sparkways mission, vision and values.

Key Performance Indicators and Measures.

Key performance indicators and measures will be set together as part of induction and orientation.

Internal stakeholders	Program Manager – Youth & Enterprises Other Youth Program Coordinators Intake & Support Officer – Youth Program Corporate Services, Finance and People & Culture Other Sparkways Australia staff
External stakeholders	Volunteers Program participants Local Government Authorities Other program stakeholders

Responsibilities and duties

Responsibilities shown in this description reflect the primary functions of the position and should not be interpreted as an exhaustive list of duties and activities.

Volunteers

- Deliver information sessions and connect with key stakeholders such as local agencies, councils and the community to assist with the volunteer recruitment process
- Assess, select and screen volunteers based on the program's guidelines
- Support a caseload of volunteers and facilitate training sessions and ongoing support throughout their time in the Mentoring program

Young people

- To assess the suitability and level of need of the young people referred to the programs based on the relevant readiness tools
- Support and monitor the welfare of the young people and refer to additional services where appropriate
- Ensure the programs remain youth centred strength based

- Engage with family members and guardians of children engaged in the program to support their involvement

Match support & supervision

- Responsible for matching young people with suitable volunteers
- Responsible for supervising the match for its duration and providing coaching support to the volunteer, young person and their family
- Assess, review and evaluate the match in accordance with the set objectives, and ensure all program documentation, evaluations, reports and case notes are up-to-date

Commitment to child safety

- Contribute to an organisational culture of child safety; develops and maintain a culture in which children feel valued, respected and cared for
- Foster opportunities for each child to participate, express their views and to learn and develop
- Act in the best interests of each child and has zero tolerance of child abuse
- Take all reasonable steps for each child's safety and wellbeing at all times
- Actively manage the risks of abuse or harm to each child, including fulfilling the duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- Follow processes for responding and reporting suspected child abuse
- Ensure that children in the programs are not subjected to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances
- Recognise, respect and promote cultural identity and the safety of Aboriginal children, children from culturally and linguistically diverse backgrounds and children with a disability

Administration

- Maintain accurate and timely case notes, reporting, filing, correspondence and general maintenance of program procedures
- Contribute to program development and evaluation
- Actively contribute to continuous improvement and accreditation

Program promotion

- Effectively promote Sparkways and Sparkways Youth programs to members of the public in a positive manner
- Liaise and network with other community agencies and groups, identifying and responding to community needs and engaging new communities where possible
- Seek opportunities to deliver innovative and new programs
- Participate and assist in activities and events where needed

Partnership and Stakeholder Management

- Build and maintain strategic relationships with key stakeholders including local communities, practice partners (Health and DHHS service providers), local, central and federal government departments that will support the optimum opportunities to deliver best practice in Sparkways ELC services.
- Build and strengthen relationships with Sparkways internal support services teams.

Other

- Undertake professional development in line with strengthening capacity
- Positively participate in regular supervision and team meetings
- Abide by the Sparkways Mentoring and Sparkways' Policies & Procedures and operate within the Code of Conduct
- Perform all tasks in line with the Sparkways values and consistent with the organisational strategic direction
- Other projects and duties as required

Occupational health and safety

- Contribute to a healthy and safe environment for self and others and comply with all OH&S safe working procedures and instructions including Sparkways' policies and procedures
- Perform duties in a safe and professional manner without causing injury or financial loss to self, other employees, contractors or the public
- Report any injury, illness, hazard and near miss incident to their manager/supervisor as soon as they are detected in accordance with Sparkways procedures
- Comply with safety directions agreed between management and the employees through the consultation process
- Participate in workplace inspections, drills, audits and risk assessments

Personal accountability

- Comply with Sparkways' values, code of conduct, policies and procedures and relevant government legislation and standards
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Sparkways' employees and external stakeholders in accordance with Sparkways' values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Attend mandatory training sessions (i.e. Equal Employment Opportunity, health and safety) and mandatory training specific to position
- Provide and maintain a current WWC or VIT, for the duration of your employment with Sparkways. These are to be maintained at your cost.

- Provide information for the lodgement of regular Australian police checks
- Inform your manager immediately if you have been charged with an offence, or face an Apprehended Violence Order, that could impact your WWC card status, VIT registration, Driver's Licence, Australian Police Clearance and/or professional standing.

Selection criteria

Qualifications & requirements

- Relevant tertiary qualification – Social Work, Community Development, Youth Work, Education, Psychology, or related, desirable but not essential
- Driver's Licence valid in Victoria
- Ability to work flexible hours (weekends & evenings) from time to time
- Valid Working with Children Card for Victoria
- Acceptable Australian Police Clearance
- International police check/s as required

Experience

- Experience working with and providing support to young people in need and vulnerable families
- Demonstrated proficiency in using a positive, youth centred, strengths-based approach in structured programs
- Demonstrated proficiency in assessment, referral and case work
- Demonstrated proficiency in record keeping, confidentiality and child safe practice
- Experience and intensive knowledge of compliance and quality standards in program administration
- Positive results in partnership management and networks with relevant internal and external stakeholders

Competencies

- An understanding of the issues associated with assessing, supervising & supporting volunteers
- Ability to supervise, train & develop volunteers
- Ability to speak confidently and clearly in front of groups
- Aptitude to plan and organise work to achieve specific tasks and set objectives in an efficient and timely manner.
- Capability to build and manage relationships with staff and key stakeholders at all levels.
- Knowledge of other relevant sector networks, reforms, standards and legislation
- Proficient in the use of Microsoft Office applications
- Demonstrated organisational and time management skills

Personal attributes

- Verbal ability: open, honest, articulate and flexible approach to communication – written and verbal. The ability to actively listen.



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- Interpersonal focus: strong interest in people and respect for others. The ability to suspend judgement.
- Cooperative: demonstrates team behaviours striving for co-operative and professional relationships.
- Conscientious: responsible, dependable, organised and persistent.
- Open to experience: high level self-awareness, with the ability to admit mistakes, as opportunities for reflection, learning and development.
- Professional: proficient, competent, confident, focused and clear about purpose and able to set appropriate personal boundaries.

This position description is subject to review and may change in accordance with Sparkways' operational, service and consumer requirements.

Agreement

I have read the description of this position and agree to the standards and expectations of the role and the organisation.

Name	
Signature	
Date	