

**L2P Project Officer  
Position Description  
August 2022**

<b>Title:</b>	L2P Project Officer
<b>Classification:</b>	Project Officer
<b>Salary:</b>	<p>\$71,509.81 pro rata plus superannuation of 10.5% per annum for a full time position (According to Djerriwarrh's internal scale).</p> <p>Staff also have the ability to access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.</p>
<b>Status:</b>	Part time 0.6
<b>Award:</b>	Labour Market Assistance Industry Award 2010

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**ORGANISATIONAL CONTEXT:**

Djerriwarrh Community & Education Services (Djerriwarrh) is a highly regarded not for profit charitable organisation which has been delivering high quality education, training, employment and youth programs in the western suburbs of Melbourne since 1989. Djerriwarrh's Mission Statement is 'empowering individuals and local communities to learn, connect and grow'. Djerriwarrh works in partnership with the community, other community based organisations, participants/clients and local, state and federal governments.

Education and training services including:

- Adult Community & Further Education (Learn Local provider)
- Vocational Education and Training (VET)
- Literacy and Numeracy services
- Skills for Education and Employment (SEE) and the Adult Migrant English Program (AMEP) trading as Learning for Employment
- Foundation Skills For Your Future Program
- Victorian Certificate of Applied Learning (VCAL)
- Government (State and Federal) contracted training (Skills First)
- Djerriwarrh Community House

Youth services including:

- School Focused Youth Services
- L2P
- Better Futures (formerly Springboard)
- Reconnect

Employment services including:

- Jobs Victoria Employment Services (JVES) as a member of the west@work consortium
- ParentsNext
- Jobs Victoria Advocates Program

### **DJERRIWARRH'S VALUES:**

*Caring* – we provide a safe and welcoming environment for all.

*Respectful* – we treat all people fairly and equally.

*Inclusive* – we are welcoming and put people first.

*Adaptable* – we respond to individual and community needs in a creative and flexible way.

*Accountable* – we take responsibility for our decisions and follow through on our commitments.

Djerriwarrh is committed to quality, innovation and promoting a culture of continuous improvement in its governance, management and service delivery.

Djerriwarrh is committed to child safety and all staff, volunteers and board members have a responsibility to prevent child abuse and respond appropriately to allegations.

All Djerriwarrh employees have a shared responsibility to identify and manage risks particularly those associated with children and young people attending the workplace.

Djerriwarrh is committed to providing a safe and inclusive environment for all children and young people from all cultures including from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

### **POSITION OBJECTIVES:**

Djerriwarrh Community & Education Services, in partnership with Melton City Council and Moorabool Shires, has received funding from VicRoads for the delivery of the L2P programs in both Melton and Moorabool Shires.

L2P program assists young people 16-21 in the Melton and Moorabool Shires who don't have access to a suitable mentor or vehicle, achieve the required 120 hours of driving practice to obtain their probationary licence through a community mentor program (L2P).

The Project Officer is responsible for coordinating all aspects of the L2P delivery in both Melton City Council and Moorabool Shires, ensuring all contractual obligations and key performance indicators are met. The Project Officer will work closely with VicRoads, other youth specific programs, local police, relevant staff at both Melton City Council and Moorabool Shires and driving schools to source and support young people and mentors achieve the required outcomes.

### **DUTIES & RESPONSIBILITIES**

#### *Strategy and planning*

Support and advise the Education Manager and Senior Manager (if and when appropriate) by:

- Taking an active role in developing and implementing the operational plan
- Supporting the Education Manager with ongoing strategy development
- Assist with other matters as required

#### *Program promotion*

- Develop promotional materials within contract guidelines
- Promote L2P to young people and potential mentors in the wider communities of Melton and Moorabool
- Promote L2P internally at Djerriwarrh

### *Program expertise and delivery*

- Responsible for the overall delivery of L2P services to a continuum of young people and mentors in Melton City Council and Moorabool Shires
- Responsible for monitoring the key performance indicators of L2P as outlined in the L2P contract and operational plan

### *External program relationships*

- Cooperative relationships are expanded and maintained with young people, mentors, parents, youth service providers, local community groups, local businesses, local schools
- Liaise with local communities to extend the Mentor numbers
- Cooperative relationships are maintained with other teams, programs and staff within Djerriwarrh
- Cooperative relationships are maintained with VicRoads, relevant staff at both Melton City Council and Moorabool Shires, local police and driving schools

### *Managing risk and compliance*

- Ensuring appropriate OHS practices
- Ensuring compliance with Djerriwarrh Policies and Procedures
- Ensuring compliance with the relevant contract and associated guidelines
- Ensuring compliance with Memorandum of Understanding (MOU) for the partnership with both Melton City Council and Moorabool Shires

## **CONDITIONS OF EMPLOYMENT:**

The L2P Project Officer is a part time position.

Remuneration falls under the Labour Market Assistance Industry Award. Salary is within the range of \$71,509.81 pro rata plus superannuation. This position may access “tax free” benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains the PBI status.

The starting salary is dependent on relevant qualifications and experience. A probation period of 6 months applies to this position.

## **Confirmation of employment**

Confirmation of employment with Djerriwarrh is subject to the provision of:

- Satisfactory outcome of Police and Working with Children Checks. A Working with Children Check is the responsibility of the employee.
- A valid Australian visa with work rights (if applicable).
- Evidence of full vaccination (minimum 2 doses) of an approved COVID-19 vaccine.

## **Workplace Health and Safety (WHS)**

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees.

All employees must:

- Report unsafe or unhealthy work practices to WHS representatives, coordinators and/or managers.
- Comply with WHS policies and procedures (including updated COVID-19 Safe practices and plans) and to follow directions given by coordinators, managers or any WHS and Emergency Response Team representatives in relation to safe work practices.
- Comply with all current government and health expert advice, including Chief Health Officer Directions, regarding COVID-19 safe practices and requirements.

### **Site flexibility**

Staff may be required to work at any of the Djerriwarrh sites including outreach sites. Djerriwarrh's head office is based in Melton with other sites in Sunshine and Ballarat.

### **Drivers licence**

A current driver's licence is required.

### **Pre-existing injury**

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be adversely affected by employment in this position. This will assist Djerriwarrh in providing a safe work environment for new staff.

## **KEY SELECTION CRITERIA**

### ***Mandatory:***

- KSC 1: Experience in program delivery to meet all contractual obligations.
- KSC 2: Experience in leading a team of volunteers to achieve outcomes.
- KSC 3: Experience in coordination and well developed organisational skills.
- KSC 4: Experienced in working with and supporting young people.
- KSC 5: Experience in using an online management reporting system and sound IT skills.
- KSC 6: Sound understanding of cultural diversity and implications for a youth program.

## **QUALIFICATIONS/SPECIAL REQUIREMENTS:**

A qualification in Youth Work, Social Work, Psychology, Community Work, Career Development or equivalent

Flexibility in work hours and availability to work during school holidays, weekends and evenings is advantageous.

## **REPORTS TO:**

Education Manager

## **SUPERVISES:**

N/A

**IMPORTANT NOTES:**

- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.
- Services comply with the provision of relevant Commonwealth, State or local government legislation, which has direct or indirect implications for the service.
- Services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
  - ▶ Racial Discrimination Act 1975
  - ▶ Sex Discrimination Act 1984
  - ▶ Disability Discrimination Act 1992
  - ▶ Disability Act 2006
  - ▶ Equal Opportunity Act 2010
  - ▶ Charter of Human Rights and Responsibilities Act 2006
- Services are conducted in compliance with relevant sections of the:
  - ▶ Privacy Act 1988
  - ▶ Freedom of Information Act 1982
- Djerriwarrh is a child safe organisation and complies with:
  - ▶ Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015
  - ▶ Working With Children Act 2005
- Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.
- Djerriwarrh has in place an information security management system. All staff are required to comply with the relevant policies and procedures to protect the integrity and security of any information created or collected for the purposes of delivering our services and programs.
- COVID-19 Response – Djerriwarrh complies with all current government and health expert advice for conducting a COVID-Safe business and has established COVID-Safe Plans across all our service and administrative site locations.

<b>Declaration</b>	
My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.	
<b>Employee</b>	Name: ..... Signature: ..... ___/___/___
<b>Manager</b>	Name: ..... Signature: ..... ___/___/___