



Principal Partner



BRAINWAVE

Supporting families & children with brain injuries & illness to adapt & thrive

Position Description

Brainwave Bikes Pre-Employment Program Coordinator

Position type: P/T (0.4 or 0.6)

Reports to: Services Manager

Number of direct reports: 1 -Support Coach

Location: Dingley with travel in south-eastern Melbourne

Date:

About Brainwave Australia

Brainwave was founded in 1994 to provide practical support and care to children impacted by neurological conditions and their families. Brain injury and illness change people's lives and futures. We are here for the whole family from the point of diagnosis onwards. No matter where families are in Australia, we help support them by providing holistic support in times of crisis, ongoing access to information and resources, and build meaningful social connections with and between families.

Established in 2022, **Brainwave Bikes** is a certified social enterprise in partnership with:

- Mercedes-Benz (financing, vans, collection points at dealerships, pop ups for staff)
- 99 Bikes (store design, mechanics, collection points at stores, Gift a Bike campaign, work experience and employment)
- Cleanaway (bikes collected at hard rubbish collections)
- Local governments and Citywide (bikes at transfer centres, collections at community events)
- Sustainability Victoria (funding to work with Greater Melbourne local governments)
- WISE Employment and other DES providers (referrals)
- Local special schools (work experience for year 12 students)
- Trusts and Foundations (funding equipment and the pre-employment program)



Over 6-9 months in a real work environment, Brainwave Bikes enables young people with brain illnesses and injuries to develop the vocational and non-vocation skills to enter and sustain mainstream employment, as well as reduce the estimate half of used bikes ending up in landfill, develop a circular economy for bikes and provide quality, safe and affordable bikes.

Brainwave Bikes won a 2023 Kingston Sustainable Business Award and was a finalist in the Banksia and Premier's Sustainability Awards .

Role Purpose

As an integral member of the Brainwave Bikes team, the primary purpose of this role is to manage the Pre-Employment Program at Brainwave Bikes to enable the successful transition of young people with brain illnesses and injuries into mainstream employment in the bicycle, hospitality, retail and other industries, in partnership with Inclusive Employment Australia providers, BKLEN, special schools, TAFEs, employers.

Key responsibilities	<p><u>Development</u></p> <ul style="list-style-type: none">• Identify potential employers in areas and sectors according to the needs of the trainees and their capacities• Build and maintain relationships with prospective employers• Identify needs of participants to adapt and grow program to suit individuals• Ongoing review and changes of program structure delivery <p><u>Operational</u></p> <ul style="list-style-type: none">• Arrange and facilitate external work placements for trainees• Provide support to trainees on work experience and post job placement• Support trainees with their CV development and identification of employability skills required for the employers• Liaise with IEA and other employment services for referrals and outcome subsidies• Help achieve the transitions to mainstream employment outcomes• Build and maintain relationships with participants support network• Oversee the daily operations of the program• Work closely with internal and external stakeholders to seek mainstream paid employment <p><u>Quality and compliance</u></p> <ul style="list-style-type: none">• Comply with Brainwaves values, policies and procedures• Ensure continuous quality improvement of the program• Maintain confidentiality at all times, in all matters in relation to Brainwave Australia and our participants <p><u>Reporting</u></p> <ul style="list-style-type: none">• Maintain up to date records• Provide program information as requested• Attend team meetings• Report to the Services Manager <p><u>Communications</u></p> <ul style="list-style-type: none">• Support Brainwave communications, including content for e-newsletters• Provide information for funding/fundraising submissions• Coordinate communications with young people & support networks
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Key attributes	<ul style="list-style-type: none"> - Self-motivated and initiative driven - Strategic in thinking and planning - Excellent relationship building skills - Demonstrated empathic listening and engagement skills - Commitment to maintaining confidentiality - Knowledge of employment for disadvantaged young people - Excellent report writing, budget, evaluation and administration skills
Additional experience and knowledge	<ul style="list-style-type: none"> - Experience with working with employers and/or employment services - Ability to develop partnerships - Working with disadvantaged young people
Education level	<ul style="list-style-type: none"> - Minimum 3 years working in youth or employment services or similar. Tertiary qualifications in Community Services or equivalent.

Organisational Key Result Areas	
Values, culture and leadership	<ul style="list-style-type: none"> - Consistently display and demonstrate Brainwave values - Promote a positive and supportive work environment
Best practice	<ul style="list-style-type: none"> - At all times act in accordance with Brainwave's organisational policies and procedures - Take responsibility for ongoing personal professional development to ensure adherence to relevant professional requirements
Risk management	<ul style="list-style-type: none"> - Perform duties to work in accordance with the Occupational Health and Safety Act and Brainwave Australia Occupational Health and Safety Policy. - Identify and report any hazards and/or incidents observed in the workplace and/or at external events - Proactively ensure a safe operating environment by adhering to all OH&S requirements
Human Rights and Equal Opportunity	<ul style="list-style-type: none"> - Compliance with the Victorian Charter of Human Rights and Responsibilities and the Equal Opportunity Act.
Adaptability and initiative	<ul style="list-style-type: none"> - Show resilience in adapting to changing circumstances - Respond positively and accommodate changes to internal processes - Develop ways to promote better systems and processes and service delivery - Employ innovative thinking about ways to achieve organisational goals
Data management	<ul style="list-style-type: none"> - Ensure proper documentation is kept and filed in a timely and efficient manner - Ensure data is captured accurately and is up-to-date across all relevant systems - Ensure the privacy of all participant data meets the APP requirements
Team work	<ul style="list-style-type: none"> - Work collaboratively with other team members. - Be supportive of other team members particularly during busy periods - Be willing to go above and beyond to get a task completed - Be prepared to represent Brainwave as a member of the team

This is more than just a job. It's the feeling of knowing that your work is contributing to helping the lives of young people impacted by brain conditions. Brainwave Australia offers a competitive salary for this level position, salary packaging benefits, as well as a collegiate and flexible work environment.

We'd love to hear from you. Please submit your cover letter and resume by COB 5 June 2026 by emailing admin@brainwave.org.au

Applications close

This role is required to undergo the NDIS Worker screening check. All employees are required to undergo a National Police Check and a Working with Children Check. Satisfactory screening and qualification/reference checks. Proof of Australian Citizenship or eligibility to work (Visa).