

POSITION DESCRIPTION



Team Leader

Inclusive Employment Australia

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Team Leader (Broadmeadows and Epping)
PROGRAM:	Inclusive Employment Australia (IEA)
LOCATION:	Metropolitan Melbourne and surrounding suburbs
REPORTING RELATIONSHIPS:	This position reports directly to the Manager - IEA This position has line management of 4-5 staff
EFFECTIVE DATE:	November 2026

Position Purpose

- The Team Leader – Inclusive Employment Australia Program is responsible for leading and supporting a team dedicated to delivering inclusive employment outcomes for people with disability, mental health conditions, or other barriers to employment. This role ensures the effective implementation of person-centred employment services, fosters strong stakeholder engagement, and promotes a culture of inclusion, empowerment, and continuous improvement in line with the values and goals of the Inclusive Employment Australia Program.

Program Purpose

Inclusive Employment Australia

Inclusive Employment Australia (IEA) is a national employment program designed to create a more inclusive and accessible labour market for people with disability, injury, or health conditions. IEA replaces the Disability Employment Services (DES) program and represents a major reform aimed at delivering more flexible, person-centred, and long-term employment support.

The purpose of IEA is to ensure that people with disability—regardless of income support status or assessed work capacity—can access the support they need to prepare for, find, and maintain meaningful work and build sustainable careers. The program places participants at the centre of service delivery, offering tailored support based on individual needs, including both intensive and flexible options, without arbitrary time limits.

Jesuit Social Services is delivering a specialist IEA program for ex-offenders and participants who have intersected with the justice system.

IEA seeks to improve employment outcomes through inclusive practices, simplified access, and a stronger focus on long-term job retention.

At its core, IEA is committed to breaking down barriers to employment, promoting equity in the workforce, and creating lasting opportunities for people with disability to participate fully in the economy and society.

Duties of the position

1. Leadership and People Management

- Lead, mentor, and support a team of Employment Consultants
- Provide regular supervision, coaching, and performance development to build staff capability.
- Foster a culture of inclusion, accountability, and continuous improvement.
- Support staff wellbeing and resilience when working with participants facing complex barriers.

2. Program Delivery & Quality

- Ensure service delivery aligns with IEA principles, National Standards for Disability Services, and funding agreements.
- Drive team performance in alignment with program KPIs
- Monitor caseloads and service intensity to meet participant and organisational needs (tiered service model).
- Promote innovation and best practice in inclusive employment support.

3. Stakeholder & Employer Engagement

- Build and maintain strong partnerships with employers, training providers, community organisations, and justice agencies.
- Advocate for inclusive recruitment and workplace practices with employers.
- Increase community and employer awareness of the benefits of employing people with disability and people with justice experience.

4. Operational & Compliance

- Ensure compliance with contractual, legislative, privacy, child safety, and work health and safety requirements.
- Oversee data collection, reporting, and documentation for internal and external stakeholders.
- Manage workflow, resources, and rostering to ensure effective service delivery.

5. Strategic Contribution

- Contribute to program design, evaluation, and continuous improvement initiatives.
- Identify systemic barriers to inclusive employment and contribute to advocacy and policy reform.

6. Other

- Support organisational priorities including reconciliation, ecological sustainability, and equity.
- Contribute to internal training and knowledge sharing on best practices in inclusive employment.
- Support the development and review of program procedures and quality improvement initiatives.
- Other duties, as directed

Key Selection Criteria

Qualifications & Experience

- Relevant tertiary qualification in community services, employment services, disability, social work, youth work, or related field (or equivalent lived and/or work experience).
- Demonstrated leadership and staff supervision experience in employment, disability, or community service settings.
- Experience building partnerships with employers, training providers, and community organisations.

Knowledge & Skills

- Knowledge of IEA program design, disability employment reforms, and National Standards for Disability Services.
- Understanding of the justice system and barriers experienced by people transitioning from prison or at risk of reoffending.

- Excellent leadership, coaching, and team development skills.
- Strong communication, negotiation, and advocacy skills with diverse stakeholders.
- Proficiency in program reporting, compliance, and data systems.
- Ability to conduct oneself and undertake role responsibilities in a way which reflects and upholds the organisation's identity and ethos (as encapsulated in our purpose, vision, mission and values).
- Capacity to engage in reflective processes that are aimed at strengthening and deepening a collective commitment to the organisation's identity and ethos. (All Staff) |

Key Performance Indicators |

- Achievement of site and individual targets for participant employment placements, progress placements and employment retention.
 - Maintenance of regular supervision of site staff
 - Evidence of strong and sustainable employer and stakeholder partnerships.
 - High compliance with contractual, quality, and reporting standards.
- Demonstrated innovation and continuous improvement in service delivery. |

Key responsibilities of Jesuit Social Services Employees

Our organisational identity and ethos

The work of Jesuit Social Services is informed by Catholic Social Teaching and our Jesuit tradition of respecting the preciousness of each human being, walking with the disregarded, and caring for the earth.

All employees are responsible for:

- Demonstrating an understanding of, and a capacity to uphold Jesuit Social Services' organisational identity and ethos (as encapsulated in our purpose, vision, mission and values) in the execution of their role responsibilities.

Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required. |

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development

- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity and Inclusion

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Ecological Justice

Jesuit Social Services is committed to ecological justice, which is the intersection of social and environmental justice. We strive to protect, nurture and restore healthy and equitable relationships between people, place and planet which, when damaged, lead to disadvantage, poverty, inequality, prejudice, and exclusion. This commitment is embedded in our organisational culture, program practice, advocacy and our business processes.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:

GM/Director or ED

Position Description Review Date:

[October 2026]