

Approved: Committee of Management

Date: October 2018

Position Title	Community Employment Consultant - Jobs Victoria Employment Network (JVEN)
Employment Status	Full Time – 38 hours per week
Salary range	65,326 per annum plus 9.50% employer contribution to superannuation Attractive salary packaging is available
Award	Neighbourhood House Collective agreement Underpinned by Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) Class II (b) Level 4.1
Location	Head Office: 13a Wingate Avenue, Ascot Vale VIC 3032 Office Location: The Wingate Hub - Shop 125 Union Road Ascot Vale VIC 3032

Background Information

Wingate Avenue Community Centre (WACC) was established in 1985 on a public housing estate in Ascot Vale which is home to approximately 1,700 residents. The centre is managed by a voluntary Committee of Management and employs over 50 staff and 50+ volunteers. Wingate's mission is to enable positive community wellbeing with a focus on learning and social activities, especially for people who are experiencing disadvantage. We believe such a commitment will lead to improvement in quality of life and empowerment for the local community.

The centre is a Registered Training Organisation (RTO), Learn Local provider, Jobs Victoria Employment Network (JVEN) provider and is funded by the Department of Health & Human Services to deliver social and recreational programs as part of the Neighbourhood House Coordination Program. Wingate is well recognised in the delivery of programs that create pathways to education and employment and has received a number of awards and accolades in recent years. The centre is also a licensed Occasional Care provider with onsite facilities for up to 19 children and has recently constructed a Men's Shed.

WACC has been successful in growing its services in the local community and is highly regarded by all stakeholders including Local, State and Federal government. In 2012 Wingate was successful in attaining DGR status (Deductible Gift Recipient status) under the Public Benevolent Institution classification to allow donations towards the centre from philanthropic trusts. This classification also allows a tax deduction.

Position Description – Community Employment Consultant (JVEN)

Conditions:

Five days per week (Monday, Tuesday, Wednesday, Thursday & Friday), 9:00am – 5.06pm (less ½ hour for lunch). Half hour unpaid meal intervals are compulsory after five consecutive hours of work.

Conditions of employment

The terms and conditions of employment are those applying under the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2010 underpinned by the SCHADS award.

All staff are required to take responsibility for a safe and healthy work environment and a commitment to equal opportunity and a workplace free from discrimination and harassment.

*This position is Full Time (ongoing) subject to funding.

Salary range

\$65,326 per annum (pro rata) plus 9.50% employer contribution to superannuation.

Attractive salary packaging is available including meals and entertainment.

Position Purpose

The Community Employment Consultant (JVEN) will lead a consortium (#WorkNOW) comprised of three local service providers. The consultant will grow our current employment service delivery, providing specialised assistance to disadvantaged Victorian jobseekers to gain and retain employment through tailoring employment support services that are flexible and meet individual needs.

Position duties

Business Development

- Develop strategic connections and relationships with business that will assist disadvantaged job seekers.
- Further develop relationships with businesses in order to secure work experience and ongoing employment opportunities for JVEN participants.
- Develop memorandum of understanding (MoU) with new and existing businesses.
- Promote innovative approaches amongst individuals, service providers and employers to increase local employment opportunities.
- Liaise with Local, State and Federal Government on employment opportunities.
- Network and attend employer/industry group conferences, local community organisation events and provider forums.
- Develop and maintain relationships with external community networks to assist at risk JVEN participants.

Employment Services

- Provide tailored, flexible employment support services to meet the particular needs of disadvantaged job seekers.
- Provide services that address gaps in and complement existing services, including Commonwealth services.
- Manage referrals into the JVEN program and ensure each client is entered into the GEMS system ensuring all contractual guidelines are met.
- Ensure all clients complete an initial careers and/or training assessment and create and maintain confidential client files and case notes for each participant.
- Link jobseekers to community support services to ensure that the non-vocational needs of disadvantaged jobseekers are met.
- Refer clients to appropriate accredited or pre accredited training and/or work experience opportunities based on individual needs.
- Assist in identifying unmet training needs amongst partner organisations.
- Ensure all JVEN clients placed into training and or work experience receive adequate support and review initial career and training plans.
- Assist job ready clients to secure employment outcomes and provide post placement support services.
- Assist with employment commencement to encourage learners to gain confidence and knowledge in a work environment to enable them to experience initial success.
- Develop specific support structures to ensure both industry and students are well resourced and supported in the partnership.

Marketing and student recruitment

- Assist in the development of appropriate marketing resources.
- Promote and market the JVEN program to all stakeholders ensuring all contractual guidelines and WACC policies are adhered to.
- Recruit eligible JVEN participants into the program.
- Manage the intake of all new JVEN participants and liaise with centre administration to ensure all clients receive an initial pre-program assessment (PPA).
- Promote all partner organisations as professional training and employment service providers for local businesses.

Administration, Evaluation and Reporting

- Develop procedures to induct and support students entering the workforce.
- Review and modify existing student and employer induction packs and templates to ensure both industry and students are well supported.
- Manage client case load and communicate enrolment and attendance numbers with centre management and administration staff.
- Ensure the GEMS database reflects the current status of all participants.
- Evaluate the JVEN program and submit progress reports to management for review
- Establish, maintain and report on a range of performance measures.
- Increase existing database of local employers to provide ongoing placement opportunities for WACC students.
- Support the consortium to ensure the JVEN program meets budget targets and contractual milestones.

Key Selection Criteria

Required

- Relevant tertiary qualifications in a business field and/or experience working in a similar role.
- Strong experience developing networks across a range of employment industries including community organisations, local business and other training and service providers.
- A demonstrated ability to identify barriers and secure employment opportunities for disadvantaged job seekers.
- Ability to communicate with people of diverse backgrounds, varying degrees of disadvantage, age and cultures.
- Demonstrated capacity to problem solve, resolve conflict and build rapport through effective judgment.
- Demonstrated ability in reporting writing, presentations and strong computer skills.
- Ability to work independently and as part of a team.
- Current driver's licence

Desirable but not essential

- An understanding of the philosophy underpinning community organisations and working with disadvantaged people.
- Proven ability to manage time and workloads effectively and priorities in a challenging environment.
- Current working with children check.

All offers of employment will be made subject to satisfactory completion of employment checks including evidence of right to work in Australia and a National Police Check

How to apply

Please send a cover letter and separate document describing how your qualifications, skills and knowledge meet each of the key selection criteria.

Send via:

Email to - General Manager jan@wingateave.com.au
Wingate Avenue Community Centre
13A Wingate Avenue
Ascot Vale, VIC 3032

For further information regarding this position please contact Jan Thorpe, General Manager on 9376 5244

This position is funded through the State Government's Department of Economic Development, Jobs, Transport & Resources.

Applications close Monday 30th October 2018.