



POSITION DESCRIPTION

POSITION TITLE	Recruitment and Field Officer (African and Pasifika Islander Background Funding)
DIVISION	WESSI
DEPARTMENT	Given the Chance
REPORTS TO	Manager, Given the Chance

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1000 staff and is supported by 1200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation.

As well as providing services and programs for families and older people on low incomes, refugees and asylum seekers, young people and the unemployed, we research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We also operate social enterprises— our community stores and the Brotherhood Books online book store — which recycle goods and raise revenue for our work towards an Australia free of poverty.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes which are supported by action plans for each of its Divisions and major programs.

These are:

- Inclusive services and communities for everyone
- Thriving and resilient children and young people
- Economic security for all
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

DIVISION AND DEPARTMENT PURPOSE

The Work, Economic Security and Social Inclusion (WESSI) department is one of eight departments at the Brotherhood that has responsibility for assisting people who are unemployed to access opportunities to live and work independently through effective, high quality employment and training and support programs. WESSI department also advocates for appropriate and innovative community responses to employment and related issues. The department includes a diverse range of services and initiatives to help people into work and to strengthen families, individuals and communities – these services and programs are

delivered from a range of locations across Melbourne. The Given the Chance Jobs Victoria Program specifically, is funded by the Victorian government to assist long-term job seekers into sustainable work.

POSITION PURPOSE

This position is to act as a positive role model and work together with program staff and stakeholders to help prepare long time job seekers for employment opportunities with a focus on young people with an African and Pasifika Islander background. They will accomplish this through liaising with our community organisation partners delivering the African and Pasifika Islander Background Funding as part of our Jobs Victoria Employment Network Program.

KEY RESPONSIBILITIES AND DUTIES

1. Teamwork and Accountability

- work collaboratively within teams to achieve common goals
- demonstrate a commitment to the Brotherhood's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- in collaboration with the manager, set goals and objectives to ensure outcomes are met
- model the Brotherhood values and adhere to the Code of Ethical Behaviour in everyday work practices
- maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures.

2. Community and Employer Engagement

- Maintain a network with agencies and partner community groups to engage young disadvantaged jobseekers including refugees and asylum seekers, long term unemployed, jobseekers with a disability, with an African and Pasifika Islander background
- Facilitate referrals with specified African and Pasifika Islander community organisations to access an appropriate volume of candidates for work preparation activities via the Given the Chance/Jobs Victoria program
- As necessary, conduct presentations, create and provide information, and attend meetings to gain buy in from relevant agencies
- Engage with the Brotherhood's Employer Engagement team to source jobs and make them accessible and available to candidates
- Engage with Community and Employment Sector stakeholders to build employer programs and recruitment models which effectively meet the needs of both jobseekers and businesses
- Assist employers to embrace diverse candidates with a particular focus on local industries experiencing skills shortages and/or industry grown areas with a range of job opportunities
- Contribute to the development of an understanding of the critical success factors for employers in ensuring long term employment as well as identifying any barriers to employers taking on disadvantaged job seekers
- Recruit specific candidates for vacancies with discreet or particular job criteria when required.
- Where necessary, advocate to employers for jobs which are suitable and desirable for clients.

2. Candidate Support

- Liaise with asylum seeker and other jobseeker candidates to assess their suitability for the Given the Chance/Jobs Victoria Program. This includes monitoring candidate's work rights through relevant Government agencies, conducting candidate intake including assessing skills, capabilities and support requirements; co-creating a goal plan with each candidate; and pre-employment coaching and support to enhance job readiness and employability skills.
- Maintain and support a caseload of active jobseekers as required by the program's KPIs and contribute to successful candidate employment outcomes through a strong focus on achieving employment placement and retention targets.
- Oversee and assist candidates to access employment opportunities including but not limited to assistance with CVs, cover letters, online applications and interview coaching etc.
- Provide accurate and timely information on employment vacancies, local labour market demand, wage information and government incentives.
- Provide referral and support, including the coordination of appropriate training, both pre-vocational and industry specific, and referral to other social support services where required.
- Place candidates into jobs and provide intensive post placement support to candidates to help them perform appropriately, maintain their employment and adapt to working life.
- Liaise regularly and professionally with workplace supervisors to facilitate successful post placement outcomes as required by KPIs for both Given the Chance and Jobs Victoria.

3. Program Quality, Improvement and Innovation

- Institute any innovation in program delivery that is deemed necessary to ensure quality and can make it replicable for future programs in this area
- ensure all relevant policies and procedures are implemented and adhered to, including the complaints handling procedures and methods for responding to critical incidents
- assist in monitoring and maintaining records of expenditure within the program

4. Documentation

- Provide input to reports identifying the volume and nature of employment placements, asylum seeker and other jobseeker uptake and referring agency relationships.
- Regularly, accurately and promptly update and maintain employer and jobseeker records and relevant databases/ information systems for tracking and evaluation of jobseeker employment pathways and outcomes, as required for GtCAS/Jobs Victoria operations and program evaluation
- Adhere to confidentiality policies and procedures when carrying out duties.

5. Multi-Skilling

- the incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent's competence and training as directed by the manager.

ORGANISATIONAL RELATIONSHIPS

Internal Stakeholders	Given the Chance Employees, the Group Training Organisation, BSL staff
External Stakeholders	Jobs Victoria, Moonee Valley City Council and the Huddle Program with the North Melbourne Football club, any other partner community groups, local networks and working groups, participants and their families

KEY SELECTION CRITERIA

Essential

- Relevant qualifications and/or experience in social work, community development, coaching or training
- Demonstrated experience in coaching young people in their career goals and guidance
- Relevant experience in knowledge of all aspects of job readiness
- Proven experience working with members of the African and/or Pasifika Islander community and engaging them in voluntary programs to achieve employment outcomes
- Ability to develop job readiness that is needs-based and effective for our clients
- Highly developed interpersonal and communication skills with the ability to build effective relationships and liaise across all levels both internally, externally and with people from diverse backgrounds
- Experience in working in innovative programs with a high degree of autonomy
- Demonstrated ability to identify and resolve problems and make appropriate recommendations
- Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines
- Expertise and competency in Microsoft office programs including word, excel and outlook and client databases
- Understanding of and empathy with the values and ideals of the Brotherhood

MANDATORY EMPLOYMENT CRITERIA

- proof of eligibility to work in Australia is required
- a satisfactory Police Check is required. The Brotherhood will facilitate this process
- an Employment Working with Children Check is required for this position. The Brotherhood will facilitate this process

ACKNOWLEDGEMENT

I, Insert Name, have read and accept the Position Description as stated above. I acknowledge the description of the position is an outline and guide to the duties of the professional activities needed to undertake the position successfully. I understand that a review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

Manager Signature

Date

Employee Signature

Date