Position Details

<table>
<thead>
<tr>
<th>Entity</th>
<th>Victorian YMCA Youth and Community Services Incorporated</th>
<th>Terms and Conditions of Employment</th>
<th>YMCA Managers Terms and Conditions of Employment 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Department</td>
<td>Youth Services</td>
<td>Classification</td>
<td>Manager 1</td>
</tr>
<tr>
<td>Position Title</td>
<td>Employment Manager</td>
<td>Employment Status</td>
<td>Full Time (Contract)</td>
</tr>
<tr>
<td>Position Reports To</td>
<td>Bridge Project Manager</td>
<td>Budget/Delegations</td>
<td></td>
</tr>
<tr>
<td>Total Staff Responsibility (direct and in-direct)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Direct Reports
- Case Managers – Best Program, ReBuild, Corrections, GEO, Yarra Valley Foundation

Key Internal Relationships
- Health & Safety
- Marketing
- HR
- Finance
- ReBuild Manager
- Education and Training, Sport and Recreation Manager

About YMCA Victoria
At the Y, we believe in the power of inspired young people. A community not-for-profit organisation with 17 million participations annually across Australia. 8,000 staff and volunteers serve at more than 150 locations every day. We partner with government and private capital to deliver programs and services that include community recreation, adventure and stadium sports, camping, learn to swim, children's programs, early learning, youth services, retirement living, disability services and social enterprises.

“Amplify Your Voice. Shape Our Community. Challenge Our World.”
YMCA Victoria Vision 2025
Employment Manager

Position Description

Key External Relationships

- Corrections Victoria
- Jobs Victoria
- Out For Good
- Youth Justice Victoria
- Department Jobs Regions & Precincts
- GEO Group
- External Foundations
- Community organisations
- Contract partners
- Businesses
- Jobs Active providers
- Company hire agencies
- Employment, Education & training providers
- Program participants
- Other stakeholders
- Media

Position Purpose

It is the role of the Bridge Project Employment Manager to engage with relevant groups to maximise employment opportunities for disadvantaged people who have offended or who are at risk of offending. Principle tasks include:

- Managing Employment Team
- Managing employment contracts including all associated staffing, contractual and budgetary requirements
- Creating employment pathways through the identification and management of suitable employers,
- Overseeing the case management of participants through education and employment placements
- Co-ordinating the support and mentoring of people as they look to move forward with their lives and reduce their risk of offending.

The employment manager is also responsible for building and maintaining relationships with all stakeholders, managing contracts and business development.

Departmental Overview

The State-wide Services for YMCA Victoria is a dynamic and growing unit that consists of the following core program and service areas:

- Camping/Community Development Unit
- Children Services
- Community Housing
- Health & Wellness
- Youth Services
- King Swim
State-wide services operate programs and services across the state of Victoria, with a reach to both local and overseas markets. We operate in a wholly owned business environment in addition to a range of government, local government and private partnership contract arrangements. We employ approximately 700 staff and volunteers within the State-wide team.

The Bridge Project
The YMCA Bridge Project aims to reduce offending and re-offending rates by supporting disadvantaged people to make positive changes to their lives, through social and economic engagement in their community. The Bridge Project does this through employment, sport and recreational, education & training programs delivered both in custodial centres and the community.

Key Result Areas (Primary Responsibilities)

People Leadership

- Promote and accept personal accountability by providing clear and regular feedback within the team
- Inspire and motivate the team to do their best by promoting a culture of continuous learning and development
- Effectively manage all direct reports
- Role model excellent work practices and values to clients, staff and Corrections Victoria workers
- Be recognised as an industry specialist within the YMCA and by key stakeholders in the case management and employment of participants.
- Exhibit exemplary levels of professionalism and integrity
- Perform other duties as required

Employment Placements

- Responsible for all contractual requirements related to employment placements
- Provide support to participants, placement providers and other agencies
- Deliver presentations to promote the work of the Bridge Project regarding the employment of disadvantaged young people
Employment Manager
Position Description

Business Development

- Identify and develop employers for the placement of participants from multiple programs including, but not limited to GEO/Ravenhall, ReBuild and Best Program
- Maintenance of an employer business development database
- Stakeholder management of employers

Case Management

- Oversee referral process with key community service providers
- Compliance reporting with contract partners
- Promoting Bridge Project programs to other key support agencies in the community and in custodial centres
- Case management of program participants for the duration of their education, training and employment placements
- Formal reviews with participants and employers
- Mediation - including follow-up actions & meetings during the placement
- Implementation of end of placement exit strategies
- Liaise with Job Actives
- Identify and complete grant/funding applications
- Perform other duties as required

Growth and Development

- Maintain a strong business development focus to grow the Bridge Project including the development and implementation of business development plans
- Maintain a strong focus on the delivery of a quality service by seeking stakeholder feedback.
- Support implementation of marketing and promotional strategies to encourage growth in new employers.
- Constantly evaluate all business and service areas.
- Work in close conjunction with the Bridge Project team to develop the YMCA’s work with disadvantaged people.
- Develop and maintain program evaluation and social impact reporting systems
Employment Manager
Position Description

Administration

- Manage and ensure the attainment of all associated budgetary requirements
- Responsibility for all associated governance requirements including safety, human resources and safeguarding young people requirements
- Develop and maintain case files for all Bridge Project participants
- Prepare and maintain procedures and instructions for all major tasks undertaken.
- Adhering to the Record Keeping Protocol of Bridge Project
- Develop, implement and monitor systems that assist in the smooth running of the YMCA’s operation
- Meet reporting timelines for all contracts
- Maintaining of all Bridge Employment contract paperwork and systems
- Maintain Social impact data collection
- Oversee all contract provider paperwork
- Report and document any incidents, injuries, facility & equipment breakdowns using specific YMCA reporting procedures.
- Perform other duties as required

Communication and Relationship

- Develop and manage appropriate communication strategies between the participants and employers
- Maintain regular liaison with key support agencies in the community and custodial centres
- Attend and where required conduct staff meetings
- Maintain regular communications with the Bridge Project and other Bridge Project staff

Key Challenges

- Management of Team
- Budget requirements
- Contract management and all associated deliverables
- Working with disadvantaged people with complex needs
- Continuous recruitment of and management of new businesses/employer contacts
Employment Manager

Position Description

Position Specific Requirements

Capabilities and Behaviours

- Demonstrates YMCA Victoria values
- Promotes and accepts personal accountability to better influence
- Provides continuous feedback and clarity of messages within the team
- Performs in a way that inspires and motivates the team to do their best
- Supports a culture of continuous learning and development across the team
- Team Development- Proven leadership and mentoring abilities.
- Business Development – Ability to plan, develop and meet short and long term goals.
- Interpersonal Skills- Excellent verbal and written communications skills, and well developed emotional intelligence.
- Organisational Skills- excellent time management and problem solving skills.
- Stakeholder Engagement- Ability to build and maintain effective relationships.

Knowledge and Experience

It is the role of the Bridge Project Employment Manager to engage with relevant groups to maximise employment opportunities for disadvantaged people who have offended or who are at risk of offending. Principle tasks include;

- Managing Employment Team
- Managing employment contracts including all associated staffing, contractual and budgetary requirements
- Creating employment pathways through the identification and management of suitable employers,
- Overseeing the case management of participants through education and employment placements
- Co-ordinating the support and mentoring of people as they look to move forward with their lives and reduce their risk of offending.
- The employment manager is also responsible for building and maintaining relationships with all stakeholders, managing contracts and business development.

Personal Attributes

- Authenticity
- Integrity
- Outcomes driven
- Innovative mindset
- Energetic
- Resilient
- Customer Service Focus
Employment Manager
Position Description

Leadership Capabilities

We believe leadership is an important part every person’s role at YMCA Victoria, and that all people at the Y have leadership responsibilities. This may be in leading themselves, teams, functions, or the organisation.

Below are a list of the capabilities and level required for this position.

<table>
<thead>
<tr>
<th>Capability</th>
<th>Description</th>
<th>Specific Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lead Team</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Strategic Focus**         | Being able to focus on long term goals, new opportunities and improvements and how to achieve them                                                                                                         | • Aligns resources within the team to achieve team goals  
• Demonstrates forward thinking                                                                                                                                                                           |
| **Adaptability**            | Being able to positively deal with and manage change, think outside the box and be innovative.                                                                                                              | • Supports change and positively adapts to changes in the environment  
• Champions innovation and improvement within the team                                                                                                                                                  |
| **Achieving Outcomes**      | Being able to prioritise resources, communicate goals, set clear targets and demonstrate personal accountability for performance.                                                                              | • Ensures the team has capability to deliver on its priorities  
• Encourages a performance culture within the team that is focused on delivering agreed outputs and outcomes  
• Supports the team to achieve goals and results                                                                                                                                                       |
| **Business Acumen**         | Understanding the business (our market, customers and community) and using your skills and knowledge to help create a sustainable and competitive organisation.                                                   | • Demonstrates an understanding of how the team remains sustainable                                                                                                                                                                                                |
| **Communicating and Influencing** | Being able to communicate in an articulate, clear and constructive way, adapt your communication style to suit different people, and listen to others.                                                    | • Provides continuous feedback and clarity of messages within the team  
• Promotes and accepts personal accountability to better influence                                                                                                                                                                                                 |
| **Building Relationships and Engaging People** | Being able to work collaboratively with others (staff, volunteers, stakeholders, partners or the community) in an open and honest way.                                                                               | • Creates and maintains positive relationships across the organisation and with relevant external parties  
• Promotes YMCA values and a culture of trust, honesty, fairness and equity within the team  
• Display integrity in advice, information sharing and decision making within the team                                                                                                                                 |
| **Developing Self and Others** | Being aware of your own areas for development by actively seeking feedback, and placing importance on developing the skills and capabilities of others.                                                      | • Performs in a way that inspires and motivates the team to do their best  
• Continuously evaluates self-improvement needs and sees learning opportunities in everyday work  
• Supports a culture of continuous learning and development across the team                                                                                                                                 |
Employment Manager

Position Description

<table>
<thead>
<tr>
<th>Capability</th>
<th>Description</th>
<th>Specific Skills</th>
</tr>
</thead>
</table>

LEADERSHIP IS PART OF EVERY ROLE AT YMCA VICTORIA

Mandatory Pre-Requisite Qualifications

- Relevant degree or tertiary qualifications in Community Welfare Work, Social Work, Youth Work (or equivalent experience)
- Current Drivers licence
- Current Working with Children’s Check
- Current Level II First Aid Certificate

Required prior to commencement:

- Working with Children Check or Equivalent (for example, a ‘Working with Vulnerable People Check’ for ACT staff, and ‘Bluecard’ for Queensland staff)
- Australian Children’s Foundation Online Safeguarding Children Certificate
- Satisfactory National Criminal History Records Check, and International Police Records Check (if applicable)

Safeguarding Children and Young People

You will be required to display leadership and commitment within the organisation with the YMCA Safeguarding Children and Young People Policy at all times. You must;

- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/territory of residence, as required by applicable laws
- Complete WWCC prior to commencement and maintain currency throughout employment
- Complete a National/International Police Check prior to employment and at the discretion of the YMCA
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/neglect in line with procedures
- Participate in safeguarding children and young people training as directed
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people
- Attend any other training legally mandated by your role in relation to safeguarding children and young people
- Actively promote cultural safety for children and young people from CALD, Aboriginal and Torres Strait Islander Peoples, LGBTQIA+ communities and those with disabilities
Health, Safety and Environment

You will be required to promote a positive safety culture by contributing to health and safety consultation and communication and through active participation in the reporting of hazards, incidents and near misses. You will take reasonable care for your own health and safety, and for the health and safety of others, and adhere to the YMCA's various policies, procedures, work practices and standard operating procedures.

Perform your role in accordance with the YMCA Victoria Fit for Work requirements. Responsibility for all related governance requirements including safety, human resource management Cooperate with the YMCA with regard to caring for the environment, by acting in a sustainable way and minimising YMCA’s environmental impact by adhering to the organisations policies, procedures and work practices. To enable the YMCA to meet its obligations for providing a healthy and safe working environment for you, you must inform your Manager of any issues which may impact your ability to safely perform your role.

Conditions of Employment

- The position is in accordance with the terms and conditions of the YMCA Managers Employment Contract 2016
- The successful applicant will be subject to a Police Records Check.
- The successful applicant will hold a current Working with Children Check

Date PD created or revised: August 2019

Acknowledgement of Position Incumbent

I acknowledge that I have read and understood the requirements of this position.

Your Full Name: __________________________________________

Signature: __________________________________________ Date: ______________________

Manager Full Name: __________________________________________

Position: ______________________

Signature: __________________________________________ Date: ______________________
Appendix A: Physical Requirements of Position

Will be added by Shared Services Workers Compensation Team for all High Risk positions. Please send to myyproject@ymca.org.au for assistance to fill this section.
Appendix B: Internal Use Only – Roles

- Rebuild Manager
- Rebuild Case Managers
- Bridge Project Manager