



Position Description – Development Coach (Sydney)
\$65,000 including Superannuation
(There are 2 FTE positions, short term contract until 30/6/2019)

***Please note that Ladder has Public Benevolent Institution (PBI) status, therefore staff are eligible to access several tax exemptions, including salary packaging**

November 2018

Introduction

Ladder provides development services to young people experiencing or at risk of homelessness who may also be disengaged from employment and/or education. The philosophy underpinning Ladder's mission is to work with young people using innovative approaches that demonstrate real and lasting changes, with the values of sport at its core. Ladder is the official charity of the AFL Players Association and the charity partner of the AFL.

The *Ladder Step Up Sydney* program helps young people (aged 15 to 20 years) to develop foundational life skills, build self-efficacy, connect with the community and engage or increase their capacity to engage in education, employment and training. The program is also designed to help young people in care or with child protection experiences build confidence, make connections with people and helpful services and teach living skills.

Funding is supported by the Department of Family and Community Services (FACS), and working in partnership with key program partners, *Ladder Step Up Sydney* aims to support young people to:

- Build foundational, and independent living skills
- Increase their confidence and self-efficacy through a range of Health and wellbeing activities
- Build team and group work skills through a community-based group project
- Identify appropriate education, employment and training pathways
- Assist in the development of a support network linked to their Leaving and Aftercare planning and Game Plan
- Clarify available community resources and other natural supports in their lives
- Explore, test and trial different work experience, volunteer and volunteer-like activities and settings with young people to support the development of core employability skills

The Role/s

The roles are focused on developing relationships with young people within the context of Ladder programming to increase individual understanding of, and participation in health, wellbeing and personal development opportunities, and EET readiness with a focus on broadening community participation and connection for young people.

There are two roles available as Development Coach (NSW), forming part of the NSW Program team and reporting to the State Manager (NSW). The roles are both on a short-term contract, up until the end of the current funding period; June 30, 2019. Service delivery locations will vary so the successful candidate must be willing to travel. The position would commence immediately, pending the successful candidate's availability.



Key responsibilities and duties – Program Implementation

- Support the delivery and implementation of *Ladder Step Up Sydney*, ensuring operations are consistent with the Step Up Service Model and integrated effectively with partners.
- Develop positive, professional and strengths focused relationships with young people
- Facilitate health and wellbeing, independent living skills, education, employment and training readiness sessions and build community connections with young people at the program sites using developed materials, and other local opportunities and resources
- Assist young people to build strong, locally-based connections by supporting young people's access to sporting clubs, community activities and other health and wellbeing opportunities
- Plan and implement community projects and activities for young people, for example community gardens, art murals or participation in fun runs or other community events
- Oversee organisation and implementation of planned recreational events such as day trips, celebrations and end of program events
- Maintain activity records in the Ladder database, and other required reporting systems

Key responsibilities and duties - Planning and Partnerships

- Support relationships with Ladder stakeholders including AFL NSW/ACT, Greater Western Sydney Giants Football Club, corporate supporters, program partners and philanthropic organisations where these are relevant locally
- Take part in *Ladder Step Up Sydney* program partnership meetings and ensure that all local developments and opportunities are regularly communicated to the NSW State Manager
- Assist in the implementation of new partnerships and initiatives at a local level

Key responsibilities and duties – Administration and Evaluation

- General administrative management, including maintaining financial records, reporting, database and program evaluation
- Report on all activities relating to *Ladder Step Up Sydney* and identify and report on operational risks
- Promote and present Ladder's work through provision of case studies, good news stories, photos and social media content
- Support and assist with evaluation activities to improve knowledge and practice
- Maintain own professional growth through staff development courses, professional organisations, seminars, and reading of professional literature

Key Selection Criteria

- Demonstrated experience in working with young people, through both individual and group work activities
- Demonstrated experience in program delivery; facilitating health and wellbeing sessions, independent living skills, personal development, community coaching/mentoring, employment readiness activities
- Demonstrated experience in project development and delivery, particularly in a youth setting
- Demonstrated experience in building community partnerships and connections at a local level
- Excellent organisational, presentation and communication skills (both oral and written)



Personal Requirements

- Display and adhere to behaviours consistent with Ladder's Values (Committed, Innovative and Passionate)
- Must be honest, personable, of good character and a team player
- Demonstrated ability to give and receive feedback
- Capacity to build strong relationships with all stakeholders
- Be flexible to program needs, and available out of regular business hours (as required)

The successful candidates will be required to have a current driver's licence, clear Working with Children Check and clear National Criminal History Check (NCHC).

For further information about Ladder please visit www.ladder.org.au and contact Program Manager, Leigh Kennedy on 0428 889 554 with questions specific to the advertised role.

Applications, including Resume and letter of application addressing Key Selection Criteria are to be emailed to leigh.kennedy@ladder.org.au by 5pm on Thursday November 22 2018.