



**Position Description – Development Coach (Latrobe Valley)
(Salary \$65,000 including superannuation, 1.0 FTE)**

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

March 2019

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. Ladder *Step Up Latrobe Valley* is an Education, Employment and Training (EET) engagement model to help young people facing barriers to employment or education such as; family disruption, mental health issues, learning difficulties, drug and alcohol issues, juvenile justice experience or from a marginalised group (CALD, LGBTIQ+, Aboriginal or Torres Strait Islander) or at risk of homelessness better identify and test educational and vocational activities that are of interest to them, and that they are motivated to further explore. The program works with young people aged 16 to 25 years who face barriers to employment and are at risk of homelessness and are currently residing within a 40km radius of Morwell, Moe and Churchill and commenced in the region in April 2018.

The Role

The Development Coach will support young people to become job ready, provide education, employment and training opportunities through valuable partnerships with the community and Ladder's corporate supporters. The program model brings together, education, career development, health and well-being and social inclusion to provide a highly intensive holistic support package for at risk young people. The role is responsible for ensuring that young people identified through key agency partners or self-referrals are effectively developed and supported, that key service delivery relationships and partnerships are maintained and that key outcomes are reported. This position is based at Ladder's office in Morwell and will report to the Ladder Latrobe Valley Regional Coordinator. A key aspect of the role is to deliver relevant employment and health and wellbeing programs to young people with clearly identified needs. The role tenure is aligned to funding, with the contract up until December 20, 2019.

Key responsibilities and duties – Implementation, Delivery and Development

- Support the implementation of all Ladder programs in the Latrobe Valley, ensuring operations are consistent with the Service Model and integrated effectively with partners.
- General administrative duties, including maintaining financial records, reporting and program evaluation
- Develop positive, professional and strengths focused relationship with young people
- Run health and wellbeing sessions with young people at the program sites using Ladder developed materials, and other local opportunities and resources



- Assist young people to build strong, locally-based community sport, recreation and wellbeing connections by supporting young people's access to sporting clubs, community activities and other health and wellbeing opportunities
- Promote, recruit, screen and match mentoring relationships for young people in Ladder programs
- Provide adequate supervision and support to mentor matches, ensuring alignment to Game Plan goals and graduating to a close when appropriate
- Maintain own professional growth through graduate and/or staff development courses, professional organisations, seminars, and reading of professional literature

Key responsibilities and duties – Health, Wellbeing and Development Program

- Deliver health and wellbeing sessions with young people involved in the program to improve their physical and mental health.
- Deliver training programs that deliver fundamental life skills and support young people to connect with the community.
- Assist young people to build strong locally-based community sport, recreation and wellbeing connections by supporting young people's access to sporting clubs, community activities and other health and wellbeing opportunities
- Build and maintain relationships with Ladder stakeholders including the Latrobe Valley Authority, AFL clubs, corporate supporters and philanthropic organisations where these are relevant locally
- Oversee organisation and implementation of planned recreational events such as day trips, celebrations and end of program events
- Plan and implement recognition activities for young people, for example acknowledgement of participation in fun runs or community events

Key responsibilities and duties - Planning and strategic growth

- Provide advice on current local sector developments and opportunities to the Victorian State Manager
- Assist in the implementation of initiatives at a local level
- Develop implementation plans for new Ladder programs locally in collaboration with other partners

Key responsibilities and duties - Partnerships

- Take part in local area partnership meetings with the Latrobe Valley Regional Coordinator when required
- Develop and maintain positive working relationships with sector stakeholders, including other funding bodies, service providers and partner organisations
- Support the development of new partnerships



Key responsibilities and duties - Reporting and Evaluation

- Report on all activities relating to Ladder programs in the Latrobe Valley
- Identify and report on identified 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

Key responsibilities and duties – Administration

- Must be proficient in Microsoft Office and Outlook
- Demonstrated ability to perform office duties such as scanning documents and taking minutes
- Demonstrated experience in answering email and phone enquiries
- Maintain activity records in the Ladder database, and other required reporting systems
- General office management such as ordering stationary
- Coordination of travel for staff and young people
- Providing additional administration support to Regional Coordinator where required

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, personal development, coaching or mentoring 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 administrative, 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)

A current clear Victorian Working with Children Check (WWCC), clear National Criminal History Check (NCHC) and copy of current Victorian driver's licence are required for the successful applicant.

For further information about Ladder please visit www.ladder.org.au or contact Leigh Kennedy on 0428 889 554