



Position Description – Career and Development Coach (Latrobe Valley) (Salary \$65,000, including superannuation, Full time, 15 month contract)

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

January 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. Ladder delivers these services in both structured accommodation settings to help young people transition to independence and through early intervention programs aimed at preventing homelessness. 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 Role

The Ladder Career and Development Coach position is currently based at Ladder's co-located office space with Latrobe Valley Authority (LVA) in Morwell, Victoria. The Ladder Career and 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 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 will support up to 60 young people throughout Ladder's 18-month pilot program to achieve the goals and actions in their aspirational plan.

Key responsibilities and duties - Employment

- **Provide/source Employability Skills Training**
 - Present sessions on Employability Skills to young people
 - Provide ongoing opportunities to practice employability skills with young people
 - Assist young people to search for and apply for relevant paid and volunteer employment
 - Report on employment based program outcomes



- **Partnership development, building links with volunteering and paid employment settings**
 - Develop relationships with employers to broker work experience, traineeship/apprenticeship and paid work opportunities for young people
 - Manage day to day relationships between employers and Ladder when a young person is working or volunteering at that employer

- **Identify, apply for and manage Government subsidies**
 - Remain abreast of contemporary approaches to assisting young people into the workforce, including current Federal and State government policies and available resourcing
 - Identify available subsidies and incentives for employers in working with Ladder young people. Assist employers in applying for and reporting on any subsidies available
 - Identify available subsidies and incentives for young people entering the workforce or completing further training. Assist young people to apply for and report on available incentives

Key responsibilities and duties – Health, Wellbeing and Development Program

- **Program implementation, development and review**
 - 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 year events
 - Plan and implement recognition activities for young people, for example acknowledgement of participation in fun runs or community events
 - Maintain activity records in the Ladder database, and other required reporting systems



Key Selection Criteria

- Experience and/or desire to work with young people from a background of social and economic disadvantage
- Experience in group facilitation and coaching (as either coach or participant)
- Demonstrated experience engaging with employers and education providers in the Latrobe Valley or similar locations
- Excellent written and verbal communication skills
- Excellent organisation skills and well presented
- Demonstrated ability to work sensitively with confidential information
- Computer skills with familiarity with MS Word, Excel and Access (reports and data base reporting)

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)

Successful candidate will be required to have a current Victorian driver's licence, Working with Children Check and Police Check. For further information about Ladder and to download the full position description please visit www.ladder.org.au/contact-us For questions specific to the advertised role contact Victorian State Manager, Leigh Kennedy on 0428 889 554

Applications, including Resume, letter of application and a response the Key Selection Criteria are to be emailed to leigh.kennedy@ladder.org.au by COB Friday February 16. Please note, due to the high volume of applications only successful candidates will be notified