



Position Description – Ladder Development Coach (NSW) (Salary \$65,000-\$75,000 Full time employment, including superannuation)

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

March 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

Ladder Step Up NSW is an Education, Employment and Training (EET) engagement model to help young people (15-20 years) who have had an out-of-home care (OOHC) experience transition to independence. The program is designed to identify and test educational and vocational activities which are of interest to them. The program operates in Mount Druitt and supports young people across greater western Sydney.

The Development Coach (NSW) is a short-term contract (until November 30, 2018) based at the NSW Office in Mt Druitt. The position is responsible for the delivery of Health and Wellbeing, Development Programs and Mentoring activities to young people engaged in Step Up, NSW. The role is 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, with a focus on broadening community participation and connection for young people.

The Development Coach (NSW) is part of the NSW Program team and reports to the Regional Coordinator (NSW).

Key responsibilities and duties – Implementation, Delivery and Development

- Support the delivery and implementation of Ladder Step Up NSW, ensuring operations are consistent with the Step Up Service Model and integrated effectively with partners.
- General administrative management, including maintaining financial records, reporting, database 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 education employment and training, community sport, recreation and wellbeing connections by supporting young people's access to networks and other 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 all local opportunities
- Build and maintain relationships with Ladder stakeholders including referral and program partners, Community groups and local sporting clubs, AFL industry and networks, 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
- Maintain activity records in the Ladder database, and other required reporting systems

Key responsibilities and duties - Partnerships and strategic growth

- Take part in local area partnership meetings with the NSW 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 and assist in the implementation of initiatives at a local level
- Provide advice on current local sector developments and opportunities to the Regional Coordinator (NSW)

Key responsibilities and duties - Reporting and Evaluation

- Report on all activities and identified operational risks relating to Ladder Step Up NSW
- 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 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 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)

Successful candidate will be required to have a current 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 NSW Regional coordinator, Julian Chung 0447 422 203

Applications, including Resume, letter of application and a response the Key Selection Criteria are to be emailed to julian.chung@ladder.org.au by 5 pm Friday March 23.