

WIMMERA  
SOUTHERN  
MALLEE  
LLEN



Working with the Victorian Department of Education and Training

## Wimmera Southern Mallee Local Learning and Employment Network Inc

### Position Description and Selection Criteria

<b>Position Title:</b>	Project Officer (SWL and VETiS coordination)
<b>Reports to:</b>	Executive Officer
<b>Employment Type:</b>	Fixed Term Contract (until 31 <sup>st</sup> December 2019 – possible extension depending on funding)
<b>Time Fraction:</b>	Full time
<b>Salary Package:</b>	\$54,000 - \$58,000 (plus superannuation)
<b>Date Prepared:</b>	15 <sup>th</sup> January 2019

### Organisational profile

The Wimmera Southern Mallee Local Learning and Employment Network (WSMLEN) is a not for profit community organisation whose mission is to facilitate partnerships to maximise successful learning and employment pathways for all young people in the Wimmera Southern Mallee region of Victoria (Hindmarsh, Horsham, West Wimmera and Yarriambiack shires).

The WSMLEN is funded by the Victorian Government through the Department of Education and Training to assist young people at risk of disengaging, or who have already disengaged from education and training. The WSMLEN brokers sustainable partnerships that support schools and the community to:

- identify young people that are at risk of disengaging from education prior to completing Year 12 or a vocational equivalent
- identify and provide the support, education options and pathways to enable those young people to remain in education

## **The Position**

We are looking for a confident, well organised 'people person' with strong communication skills. This position entails meeting with, and engaging, schools, training providers, community organisations and local businesses to improve the lives and education outcomes of the region's young people.

The successful applicant will be required to support the delivery of LLEN programs with a primary focus on:

### **1. The Structured Workplace Learning (SWL) program**

The objective of the SWL program is to:

- increase the numbers of young people undertaking workplace learning placements in places of employment
- increase the alignment between vocational education and training (VET) provision and local industry needs
- increase the number of Koorie young people undertaking workplace learning placements

### **2. The coordination of the Vocational Education and Training (VET) in Schools cluster across the Wimmera Southern Mallee region**

This coordination of the VET Cluster involves working with all secondary schools in the region, Registered Training Organisations (RTOs) and the WSMLLEN to provide nationally or state recognised vocational certificates. The WSMLLEN undertakes the coordination of the VET on behalf of the schools and RTOs. Training is currently delivered by Federation University (Horsham Campus), Longerenong College, Skillinvest, Centre for Participation and Horsham College.

### **Duties include, but are not limited to:**

1. Support the delivery of the SWL program to expand the number of quality placements available to young people in the region
2. Liaise with industry, secondary schools (both government and non-government) and VET providers to identify appropriate workplace learning placement opportunities, particularly in industry areas with strong vocational outcomes and to facilitate, promote and coordinate access to these placements for young people aged 15 – 19 years
3. Work to increase Koorie young people's access to appropriate workplace learning placements
4. Administration of VET enrolments and withdrawals and maintaining accurate databases
5. Secretarial support at VET cluster meetings, taking minutes and following up actions
6. Developing the annual VET course handbook
7. Organising and coordinating Try VET day and VET Induction day
8. Support the delivery of all LLEN programs, including (but not limited to) MATES Mentoring, Reading Buddies, Let's Read, Jump Start and Community Action Networks

9. Ensure all data collected is maintained in accordance with relevant policy and procedures and confidentiality compliance
10. Other duties as required to adapt to a changing environment

### **Key Selection Criteria**

The successful applicant must be able to demonstrate:

1. Highly developed interpersonal, communication and presentation skills
2. High level administrative and organisational skills with an ability to plan, schedule and lead the development of networks, projects and initiatives
3. Knowledge of the education and training systems in Victoria and an understanding of employers, skill shortages, industry and training needs within the Wimmera Southern Mallee LLEN geographical region
4. Ability to influence and inspire people to become involved in initiatives that improve outcomes for young people
5. An understanding of the needs of young people at risk of disengaging from school and/or training
6. Highly developed competence in report writing
7. Previous experience working in education, training, youth, community or business sectors
8. Highly developed computer skills in Word, Excel, PowerPoint, email, and databases
9. A current driver's licence is essential

A qualification in youth work, education, training or career development is preferred but not essential. A relevant tertiary qualification or industry experience will be highly regarded.

### **Other relevant information**

- a Police Check and Working with Children Check will be required
- the position will be based in Horsham with travel throughout the region as required in the day to day performance of duties
- Wimmera Southern Mallee LLEN is an Equal Opportunity Employer
- Wimmera Southern Mallee LLEN offices and vehicles are smoke free environments
- the employee will work an average of 38 hours per week, Monday to Friday, usually between the hours of 8.30 am and 5.00 pm (or pro rata for part time positions)
- hours of work will be flexible to meet specific circumstances and to best perform the required duties and which may, on occasions, include evenings
- Probationary period – 3 months

## **APPLICATION DETAILS**

The Committee reserves the right to make no appointment

To apply for this position please address the key selection criteria, provide a covering letter, a copy of your resume and contact details of three referees. Applications in hard copy or electronic form should be sent to:

Tim Shaw  
Executive Officer  
Confidential - Project Officer Position  
Wimmera Southern Mallee LLEN  
PO Box 841  
Horsham 3402

Email: [eo@llen.com.au](mailto:eo@llen.com.au)

All enquiries to Tim Shaw  
Phone 03 5381 0122    Mob: 0427 810 122

**Closing Date for Applications - 5.00pm Tuesday 5<sup>th</sup> February, 2019**

**Applications received after this time will not be considered.**