

Wimmera Southern Mallee Local Learning and Employment Network Inc School to Work Coordinator

Reports to	Executive Officer
Employment type	Fixed Term Contract (until 31 December 2026), 3-month probation
Time fraction	0.6 EFT – Fulltime
Location	Horsham
Salary package	\$32.91 - \$38.65 per hour, (plus superannuation) Fulltime role includes a company car WSMLLEN is part of the Portable Long Service Benefits Scheme
Date prepared	20 October 2025
Closing date	4 November 2025
Apply	Send an application letter and resume to: Executive Officer Wimmera Southern Mallee LLEN Mallee Building, Federation University 289 Baillie Street, Horsham Vic 3400 eo@llen.com.au

Organisational Overview

The Wimmera Southern Mallee Local Learning & Employment Network (WSMLLEN) builds strong partnerships between schools, industry, and the wider community to create positive futures for young people across the Hindmarsh, West Wimmera, Yarriambiack, and Horsham Rural City local government areas.

WSMLLEN partners with the Department of Education to deliver the School to Work program, supporting students to access meaningful work-based learning experiences and activities that build confidence, skills, and career awareness.

As an employer, Wimmera Southern Mallee LLEN is dedicated to fostering a supportive, growth-oriented, and values-driven workplace, where our employees can thrive and excel in their roles while making a meaningful difference in the community. We offer an inclusive and supportive environment that promotes family-friendly and work life balance flexibility.

Position's Primary Objectives

The **School to Work Coordinator** plays a key role in delivering WSMLLEN's commitment to connecting young people with meaningful education, training, and employment opportunities.

Primary objectives of the role include:

- *Coordinating and promoting work-based learning opportunities for secondary students*

- *Building and maintaining partnerships* with schools, employers, industry, and community organisations to increase access to quality placements and activities
- *Managing the Western Victorian Careers Expo*, ensuring strong collaboration, engagement, and high-quality outcomes for students and stakeholders
- *Supporting the delivery of the VDSS Cluster*, fostering effective communication and cooperation to align quality work placements
- *Contributing to regional projects, events and initiatives* that enhance student pathways, skill development, and community engagement.

Primary Responsibilities

School to Work Program Delivery

- Coordinate and promote Structured Workplace Learning (SWL), work experience, and other work-based learning activities
- Liaise with schools, employers, and community partners to match students with meaningful placement opportunities
- Support schools and local businesses to ensure placements meet compliance, safety, and learning objectives
- Coordinate work-based learning activities that support disadvantaged students to access meaningful industry connections
- Maintain accurate data and reporting within the Department's online portal and WSMLEN's internal systems.

Partnership Development and Engagement

- Develop and maintain strong partnerships with schools, industry, employers, training providers, and community organisations
- Facilitate and/or attend local networks and collaborative initiatives that enhance youth pathways, workforce participation, and community awareness
- Represent WSMLEN at regional events, meetings, and stakeholder forums where relevant.

Event and Project Coordination

- Lead the planning, delivery, and evaluation of the **Western Victorian Careers Expo** on behalf of regional schools
- Plan and coordinate industry/workplace excursions for secondary schools to enhance student career exploration opportunities
- Align industry guest speakers and work readiness supports for schools
- Contribute to other WSMLEN projects and initiatives that promote student engagement, skill development, and post-school pathways.

Candidate Requirements

Essential

- Current Working with Children Check, or willingness to obtain one prior to commencement
- Undergo a National Police Check as part of the employment process
- Completion of Level 1 Child Safety Training, or willingness to complete during the probation period
- Valid driver's Licence.

The following skills and knowledge will be highly regarded.

- Extensive professional network across the Wimmera Southern Mallee region.

- Experience in program coordination, event management, or stakeholder engagement particularly within education, training, or employment sectors.
- Understanding of vocational education and training (VET), school-to-work transitions, and youth pathways in regional or rural contexts.
- Strong interpersonal and communication skills, with the ability to build rapport and maintain productive partnerships with schools, industry, and community stakeholders.
- Excellent organisation and project management skills, including planning, prioritising, and meeting deadlines across multiple projects.
- Ability to work both independently and collaboratively, contributing to a small, high-performing team.

WSMLLEN values diversity, inclusion, and equality.

Agreed Team Values

The value of **'creative'** is all about thinking outside the box and exploring new possibilities. Being creative means not being afraid to take risks, as it requires bravery and resilience to overcome challenges. Creative individuals are solution-focused and highly resourceful, constantly seeking new ways of looking at things to innovate and find better solutions to problems.

The value of **'committed'** is about unwavering dedication and action. Committed individuals consistently do what they say they are going to do and speak positively about the work they engage in. They get actively involved, are reliable in their responsibilities, and are willing to put in the effort, even when faced with challenges. Being committed means being fearless in pursuing goals and demonstrating a steadfast commitment to achieving them.

The value of **'collaborative'** emphasises the importance of working together effectively. It involves respecting and valuing diverse ideas, engaging in open and constructive dialogue, and actively listening to one another. In a collaborative environment, everyone's voice is heard, and experiences and expectations are shared openly. This approach ensures that all stakeholders are involved in the decision-making process, fostering open communication and closing the circle of cooperation to achieve common goals.

The value of **'integrity'** revolves around maintaining an honest and principled approach in all actions and decisions. It entails consistently doing what one says they will do, thereby respecting their personal brand and reputation. Individuals who uphold integrity take responsibility for their actions, own up to their mistakes, and are accountable for their commitments. Ultimately, they strive for the best possible results while adhering to a strong moral and ethical foundation.

The value of **'equity'** is rooted in the belief that everyone deserves equal access to opportunities and justice, regardless of their background or identity. It emphasises the importance of respecting and embracing differences among individuals. Upholding equity requires adhering to the principles of fairness and obeying the law in actions, language, and the creation of opportunities. Effective communication plays a vital role in promoting equity by ensuring that all voices are heard and that the rights of every individual are upheld.