

Schedule A
POSITION DESCRIPTION

POSITION TITLE:	Links to Learning Coordinator
DIRECTORATE:	Education & Support Services
SECTION:	Education – O.N.E. Program
REPORTING TO:	Manager, Education Services
CLASSIFICATION:	Social, Community, Home Care and Disability Services Award
DATE UPDATED:	June 2017

PURPOSE OF THE POSITION:

The Links to Learning Coordinator supports the delivery of Marist180’s Links to Learning programs for young people. This program is designed to support young people to re-engage with their education by building self-esteem and confidence through specifically designed projects.

The Coordinator will oversee all aspects of program preparation, implementation, reporting and evaluation, to ensure high quality service is being delivered. The Coordinator will also be responsible for building and maintaining relationships with partner agencies, schools and the community. The role combines administrative reporting and direct service delivery.

ACCOUNTABILITIES AND RESPONSIBILITIES:

The Links to Learning Coordinator will report to the Manager Education Services.

The Youth Support Workers and volunteers report directly to the Links to Learning Coordinator.

Key external relationships associated with this position will include young people participating in the program, the Department of Education as the funding body, local schools, local community service agencies and community members.

In supporting and promoting these relationships, Marist180 expects that the Coordinator will demonstrate a high standard of professional and ethical behaviour and a commitment to Marist180’s philosophy, mission and values.

The Coordinator has authority to make decisions in matters involved in the day-to-day operations of projects. Decisions that directly concern Marist180 must be referred to the Manager Education Services.

POSITION DIMENSIONS:

PROGRAM COORDINATION

- Coordinate and implement the provision of the Links to Learning program for young people.

- Develop and implement processes to improve program delivery, including referral, assessment, intake, review, exit planning, evaluation and feedback as appropriate, to ensure programs consistently meet the needs of young people.
- Develop, support and lead a small team of staff (youth support workers and volunteers) through role modelling and regular quality supervision.
- Be responsible for recruitment and retention of staff and volunteers (in conjunction with Marist180 Volunteer Coordinator), induction of new staff, performance reviews and the development of performance plans as appropriate, in compliance with relevant policy and procedures.
- Develop strategies to improve the efficiency and effectiveness of operations, in accordance with appropriate policies, procedures and specifications.
- Establish and maintain partnerships with schools, community and partnering agencies and work collaboratively with all stakeholders.

STAKEHOLDER ENGAGEMENT

- Adhere to internal and external reporting requirements.
- Monitor target achievement and strategies to ensure contractual agreements and key performance measures are achieved.
- Work within program budgets and any service specifications.
- Build and maintain key stakeholder relationships

WORK ENVIRONMENT

- Work collaboratively with other team members and stakeholders demonstrating respect and proactive participation in all aspects of the program.
- Engage in professional development activities including regular supervision with one's supervisor, appropriate training opportunities, personal reflection upon work practices, and effective time management.
- Utilise a solution-focussed approach in managing complex issues and change.
- Maintain professional conduct by adhering to Marist180's code of conduct in all aspects of one's employment. (Establish and maintain appropriate personal and professional boundaries, respect views of others, treat people fairly and in a non-discriminatory manner, have an approachable attitude and be responsive to the needs of the clients and the team).
- Undertake administrative tasks in accordance with Marist180 policy and procedures as required and directed to by supervisor and/or Management. Maintain records and administrative procedures as required by Marist180 and funding bodies.
- Adhere to Work, Health and Safety requirements as required by Marist180 policies and procedures, and as outlined in WHS legislation.

OTHER RESPONSIBILITIES

- Complete any other related duties as required by Marist180 management.

SELECTION CRITERIA:

REQUIREMENTS:

- Working with Children Check,
- NSW Drivers Licence
- National Criminal History Check
- Ability to work in Australia.

ESSENTIAL:

- Relevant tertiary qualifications (e.g. Education, Social Work, Social Sciences, Community Welfare, or equivalent experience)
 - Experience in working with young people, particularly youth at risk and an understanding of challenges faced by young people in remaining engaged in education
 - High level of communication and report writing skills.
 - Experience in building and maintaining relationships with partner agencies, schools and the community
 - Experience in fulfilling contractual requirements for a program
 - The ability to work autonomously and flexibly (under limited direction from Management) and contribute as an effective member of a multidisciplinary team.
 - A high standard of professional and ethical behaviour and commitment to the philosophy, values and mission of Marist180.
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