



Position Description – 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 Development Coach position is currently based at Ladder's co-located office space with Latrobe Valley Authority (LVA) in Morwell, Victoria. The Ladder 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 – Implementation, Delivery and Development

- Manage the implementation of all Ladder programs in the Latrobe Valley, ensuring operations are consistent with the Service Model and integrated effectively with partners.
- General administrative management, including maintaining financial records, reporting 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 community sport, recreation and wellbeing connections by supporting young people's access to sporting clubs, community activities and other health and wellbeing 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 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 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 - Planning and strategic growth

- Provide advice on current local sector developments and opportunities to the Victorian State Manager
- Assist in the implementation of initiatives at a local level
- Develop implementation plans for new Ladder programs locally in collaboration with other partners

Key responsibilities and duties - Partnerships

- Take part in local area partnership meetings with the Latrobe Valley 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



Key responsibilities and duties - Reporting and Evaluation

- Report on all activities relating to Ladder programs in the Latrobe Valley
- Identify and report on identified operational risks
- 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 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