



Position Description – Ladder Regional Coordinator (Latrobe Valley) (Salary \$80,000 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**

October 2017

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 Step Up program

Ladder *Step Up Latrobe Valley* is an Education, Employment and Training (EET) engagement model to help young people facing barriers to employment or education such as; family disruption, mental health issues, learning difficulties, drug and alcohol issues, juvenile justice experience or from a marginalised group (CALD, LGBTIQ+, Aboriginal or Torres Strait Islander) or at risk of homelessness better identify and test educational and vocational activities that are of interest to them, and that they are motivated to further explore.

Ladder *Step Up Latrobe Valley* works with young people aged 16 to 25 years who face barriers to employment and are at risk of homelessness and are currently residing within a 40km radius of Morwell, Moe and Churchill. The program will be delivered in the region early in 2018.

The Role

The Regional Coordinator (Latrobe Valley) position is based at Ladder's regional office in Morwell, Victoria. The role leads the implementation of *Step Up Latrobe Valley*, including oversight of local operations and relationship management with the Latrobe Valley Authority (LVA) and key stakeholders. The role is responsible for ensuring quality Ladder services are provided and reported on, staff are effectively developed and supported and key service delivery relationships and partnerships are developed and maintained. This Regional Coordinator will manage two Morwell-based Development Coaches and will report to the Victorian State Manager. A key aspect of the role is to inform the development and expansion of Ladder Step Up activities across the Latrobe Valley. The role tenure is aligned to funding, with the contract for 18 months, up until May 2019.



Key responsibilities and duties - Management

- Manage the implementation of *Step Up Latrobe Valley*, ensuring operations are consistent with the Service Model and integrated effectively with partners.
- Leadership of staff, demonstrating the behaviours sought in others and ensuring they are consistent with our expectations of young people.
- Chair and direct meetings and management with local Ladder staff and LVA.
- Identify and manage identified risks relating to operational services
- Monitor operational budget for *Step Up Latrobe Valley* programs and services

Key responsibilities and duties – Implementation, Delivery, Staff Support and Development

- Developing a positive, professional and strengths focused relationship with young people
- Delivery of aspects of the Step Up Program, and capacity building of Development Coaches to deliver high quality program work
- Complete an Annual Appraisal with each staff member, which includes a work and professional development plan
- Work with the Victorian State Manager to monitor and further develop a workforce development strategy for Ladder

Key responsibilities and duties - Strategy and Planning

- Review and monitor *Step Up Latrobe Valley* program performance against the strategic plan
- Provide expert advice on current local sector developments and opportunities to the Victorian State Manager
- Assist in the implementation of strategic 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, or as a proxy for Victorian State Manager when required
- Represent Ladder at local area forums, presentations and conferences
- Coordinate the Ladder *Step Up Latrobe Valley* Steering Committee
- Develop and maintain positive working relationships with senior sector stakeholders, including Government and other funding bodies, service providers and partner organisations
- Support and participate in the development of new partnerships
- Publish, promote and present Ladder's work



Key responsibilities and duties - Reporting and Evaluation

- Maintain oversight of Ladder database collection for *Step Up Latrobe Valley*
- Report on all activities relating to *Step Up Latrobe Valley*
- Identify and report on identified operational risks
- Oversee research and evaluation activities to improve knowledge and practice
- Ensure Ladder meets its quality improvement obligations

Key Selection Criteria

- Management experience, particularly in a youth setting in sport, social justice, health, mental health, homelessness, health promotion or community development
- Stakeholder experience in building community partnerships and connections in the Latrobe Valley region
- Knowledge and practical experience working with marginalised young people including; those facing barriers to employment or education, and culturally and socially diverse communities (CALD, Aboriginal and Torres Strait Island, LGBTQ)
- Excellent organisational, presentation and communication skills (both oral and written)
- Strong leadership capabilities and experience working to facilitate workforce development
- Demonstrated problem solving and analytical skills to assess effectiveness of overall strategy and program outcomes

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

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 please visit www.ladder.org.au and contact Victorian State Manager, Leigh Kennedy on 0488 588 859 with questions specific to the advertised role.

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 Monday November 20