

TABLELAND TRAIL BUILDERS – PROJECT SUPERVISOR

Base Location:	Atherton VPG	Reports to:	CEO/OM
Resources:	Laptop, Mobile	Status:	Full Time – 1 Years Fixed Term August/Sep 2025 – Aug 2026
Award	Labor Market Assistance Industry		

About us

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 25 years. Our mission is to ensure young people have access to the supports opportunities resources and networks needed to facilitate this social and economic participation. www.vpginc.com.au

About our values

At VPG our exceptional organisational culture is aligned to our values. You will be part of a team that is compassionate, generous, inclusive, responsible and fun and we expect you to demonstrate these behaviours throughout your career with us.

About the project

VPG's Tablelands Trail Builders project will provide paid employment opportunities to disadvantaged Mareeba-Tablelands job seekers, while ensuring the upkeep and preservation of the Atherton Forest Mountain Bike Park. This project offers two groups of 4 vulnerable young people aged 17-24, paid full time employment over two, 22-week periods to carry out conservation and land management works including natural area restoration and revegetation works at various partner sites around the Tablelands.

About the position

As the Supervisor you will lead our traineeship team in practical hands-on projects. You will be responsible for the safety, welfare and supervision of trainees, helping them to gain training and experience in land and conservation management, whilst participating in projects that generate real benefits for the community. You will have responsibility for developing and delivering a schedule of work activity and employability skills training to meet the requirements of the program. The Supervisor is aimed at an individual who is able to coach, motivate and prepare young participants to gain a foothold in the workforce, investing in their development and supporting them to transition into decent sustainable work.

Project activities may include:

- Skilling and mentoring of Trainees.
- Track maintenance & improvements to existing tracks.
- Landscaping, horticultural and maintenance of the Trail & Trail Head.
- Revegetation, regeneration, weed eradication and creek restoration works.
- Species surveys of Priors Creek at the Trail Head.

- Community Nursery – seed collection & propagation.
- Collaborations with other community group projects.

About you:**Qualifications**

- Relevant qualifications/experience in Conservation and Land Management or related.
- Relevant qualifications and/or demonstrated experience in youth work, education, community engagement, social sciences or related.
- Current First Aid certification, Agriculture Chemicals License, Chainsaw Operating Certificate, or capacity to obtain at your expense will be highly regarded.

Mandatory Requirements

- A current QLD Driver's License.
- Suitability Card for Child Related Employment (Blue Card registration).

Selection Criteria: Desirable skills & experience:

- Staff supervisory and team building experience and competence.
- Knowledge of the challenges vulnerable young people face in their transition to independence.
- Ability and physical agility to operate plant and equipment and perform physical labouring tasks.
- Ability to manage time, set priorities, plan and organize work & equipment within the available resources and timeframes.
- Excellent interpersonal skills and ability to resolve conflict effectively.
- Well-developed communication, problem solving and interpersonal skills.
- Excellent and practical WHS Knowledge.
- Ability to ensure a culturally safe and inclusive environment.
- Able to maintain a positive attitude and equable temperament, even while working long hours in the outdoors and facing unexpected challenges.
- Ability and interest in constructing and maintaining MTB and walking trails, with a strong desire and capability to work in a physical environment in all weather conditions would be highly regarded.

Key Responsibilities - Program Delivery

- Supervising a work team of 4 trainees.
- Planning and delivery of the day to day Trainee program.
- Ensuring a safe working environment in line with organizational Workplace Health & Safety Policies & Procedures.
- Developing and maintaining relationships with project partners to provide a variety of work sites and experiences for trainees as per the project plan.
- Providing trainees with on-the-job training in safe and effective use of tools,

orienteering, outdoor and practical life skills, trail maintenance, basic landscaping and horticultural tasks etc.

- Working alongside Trainers to support the delivery of accredited training and other identified workplace training.
- Program reporting.
- Participating in any designated VPG activities as required.

Key Responsibilities - Trainee Support

- Developing and maintaining support plans as required.
- Liaising with the RTO, monitoring the progress of Trainee's accredited training.
- Providing a learning environment that is safe for young people and responsive to their needs.
- Developing a supportive learning culture of participants, ensuring culturally appropriate responses and access.
- Ensuring relevant resources and equipment are available for works to be undertaken.
- Working alongside participants and assisting them to achieve their goals.
- Working in collaboration with the Operations Manager to link trainees to future employers, workplaces, supporting them in their journey into work.

Key Responsibilities – Integrity & Productivity

- Ensure behaviour during all work interactions is aligned to our values of being compassionate, generous, inclusive, responsible and fun.
- Comply with all VPG policies and procedures.
- Actively contribute and participate as a VPG team member across all programs exchanging ideas and information on a regular basis.
- Contribute to the planning, development, delivery and evaluation of the initiative.
- Maintain and develop your professional skills, seeking opportunities to ensure a high level of technical proficiency and personal effectiveness.
- Fulfil other tasks that your manager reasonably asks you to perform.
- Maintain an understanding of all VPG services to confidently communicate with and promote to external stakeholders.
- Understand the nature of risk when undertaking daily duties and the importance of complying with relevant legislation and service standards, reporting any known breaches to their manager.
- Undertake a range of duties to ensure the smooth running of VPG Centres including but not limited to reception, washing up, emptying rubbish, putting away equipment, checking mail, maintaining vehicles, purchasing supplies.

To Submit an Application:

- A Cover Letter explaining your interest in the role (PDF Format).
- A Resume and relevant qualifications (PDF Format).
- Response to Selection Criteria – Desirable Skills & Experience:
 - i. Max 2 Page Written Response (PDF Format) or
- Submit Queries/Applications to Angela Weinert – angela@vpginc.com.au
- Please Note - Only short-listed expressing interest in the future position will be contacted by VPG.