

School Work Experience Coordinator

Base Location:	Cairns Office	Reports To:	CSC/CEO
Region:	Cairns ESA	Industrial Instrument:	VPG Collective Agreement
Salary Package:	\$65,000 - \$75,000 + up to \$15,900 NFP Tax Benefits + Superannuation (Commensurate with Experience)		
Resources:	Work Computer, Work Laptop	Fixed Term Contract:	Up to June 2022

About us

VPG is a non-profit organisation that has been improving child and youth transitions in Far North Queensland for over 20 years. With 5 Centres in Cairns, Yarrabah, Innisfail, Atherton & Mareeba, we have assisted thousands of young people. We seek to empower youth, strengthen families and build the capacity of education, industry and communities through quality partnerships. www.vpginc.com.au

About our thinking

VPG uses the concept of Advantaged Thinking to direct the way we work with young people. VPG acknowledges that young people have a vital contribution to make to the social and economic life of our communities and society, and that to do so all young people should have access to the opportunities and social networks that facilitate this social and economic participation. VPG invests in building young people's abilities, harnessing them for personal as well as social good.

By making a positive investment in young people, the approach focuses on developing their assets, and on co-creating solutions – real jobs, real education and real community connections – to enable them to achieve independent adulthood.

About our values

At VPG our exceptional organisational culture is aligned to our values. You will have a play an important role in contributing to our organisation culture that is based on being **compassionate, generous, inclusive, responsible** and **fun**. We expect you to demonstrate these behaviours throughout your career with us.

About you

Qualifications, Experience, Capability

- Successful coordinators come from a diversity of backgrounds - relevant qualifications/experience will be highly considered.
- Genuine enthusiasm for helping young people commence their career exploration
- Well-developed communication, problem solving and interpersonal skills.
- Highly motivated, optimistic and thrive in a customer-centric role focused on 'sales/placements through service'
- A high level of cultural awareness.
- Exceptional organizational and computer skills

Mandatory Requirements

- A current QLD Driver's License.
- Current Clear Australian Police Check provided prior to commencement.
- Eligibility for a Suitability Card for Child Related Employment (Blue Card registration)
- Strong computer competency across Microsoft applications.

About the program.

Work experience gives young people a valuable and rewarding insight into their future career path. VPG have been coordinating work placements for Far North Queensland Schools for 24 years, partnering with over 5,000 local employers. One week of meaningful and worthwhile work experience can make a lifetime's difference. Through building strong relationships with employers, you create quality work placement opportunities and match them to our partnered school students.

Key Responsibilities – Students, Parents, School, Industry Partnerships

- Assist to undertake participant interviews and deliver career workshops and information sessions to young people, parents and school personnel.
- Help students and parents to understand local opportunities and employer expectations in relation to work experience.
- Help students achieve their career potential by coordinating work placements with local employers.
- Achieve individual/team work experience placement targets matching students top preferences
- Approach and engage with employers to present service information and gain commitment to the program.
- Develop industry relationships, building rapport and responding to needs.
- Work in partnership with the Career & Transitions Team to optimize the employer experience.
- Identify methods leading to improved satisfaction from students, parents, schools & partnered employers.
- Interact with key stakeholders & attend relevant industry events to identify current and future opportunities.
- Ensure employers are provided an excellent level of service.
- Actively support the VPG Team to ensure the successful implementation of projects and initiatives.

Key Responsibilities – Compliance and Administration

- Maintain up-to-date data for all students, employers and schools as per procedure.
- Ensure client confidentiality, including the handling of personal information, is always maintained.
- Complete program administration ensuring work output targets are met.
- Ensure quality, efficiency and effectiveness in the management of data associated with VPG services.
- Assist to undertake a risk assessment before the commencement of participant activities and complete all activity placement insurance and associated paperwork as per procedures and legislation.
- Participate in audits to ensure program data is processed correctly; implementing corrective actions and process improvements based on findings.

Key Responsibilities – Integrity & Productivity

- Act as a participant focused, values based team member and work collaboratively with staff within our Advantage Thinking approach.
- 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.
- 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.

Apply

Email Application to Angela Wienert – angela@vpginc.com.au; Apply as soon as possible.

We conduct Interviews during business hours Monday to Friday 9am – 5pm. Please note that only short-listed candidates will be contacted regarding their application.

Additional Information

- Internally this role is called Career & Transition Officer.
- Full Position Description will include further detail on responsibilities and reporting.
- Working Hours: You may occasionally be required to deliver a parent information session etc outside of standard working hours. VPG offers employees flexibility of start and finish times in these instances, and by approval time off in lieu where additional reasonable hours are worked.
- VPG is a multi-location employer and staff may be required to travel to other offices such as Atherton, Innisfail or Yarrabah for particular team activities/events.
- The role will involve delivering the program within schools-sites and organisations across the Cairns Region.
- VPG staff like to have fun, regularly participating in work-time activities that can be silly, sometimes require dressing up in costumes and generate lots of laughter – join us if this sounds like you.