

Base Location:	Cairns VPG	Reports to:	CEO/OM
Resources:	Laptop, Mobile	Status:	Full Time – Fixed Term (7 Months)
Award	Labor Market Assistance Industry	Salary Guide:	\$75 - \$85,000 + up to \$15,900 Tax Free PBI Benefits commensurate with skills & qualifications.

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 position

The role 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. You will be a great communicator, connector and collaborator with the ability to build strong relationships with employers. You will work within our dynamic Cairns Youth Skilling & Transitions Team, supporting young people to:

- Identify strengths and talents, explore career paths, develop goals and aspirations and make plans for their achievement.
- Build the personal, social and practical employability skills necessary to achieve goals and aspirations.
- Complete accredited training, licences and tickets.
- Build experience of the world of work through opportunities that are matched to aspirations.
- Transition into employment or education and ensure outcomes are sustained through ongoing support.

About the project

VPG's Skilling projects provide Cairns young job seekers with the vocational and employability skills currently in high demand across the Cairns Employment Service Region. Our projects prepare participants with the essential skills for engagement in a wide range of practical roles within land and conservation management, construction, engineering, agriculture, marine and all supply chains as evidence by employer support.

Selection Criteria

Essential Qualifications, Skills & Experience	Desirable Qualifications, Skills & Experience
Coaching skills and/or experience in supporting students learning & development individually/ through group activities.	Relevant qualifications and/or demonstrated experience in youth work, education, community engagement, social sciences or related. Alternatively, a construction or engineering trade would be considered.
The ability to work respectfully and sensitively with people from a range of diverse backgrounds.	Knowledge of the challenges vulnerable young people face in their transition to independence.
Record of successful industry/stakeholder connection/collaboration.	Understanding of Cairns Labour Market and/ Industry connections.
Demonstrated proficiency in digital technologies.	Mental Health First Aid Certificate & Senior First Aid Certificate
Working with Children Blue Card or Exemption Card.	
Current QLD Drivers Licence.	

Major Responsibilities

- Coach young people through the identification and achievement of goals.
- Assist with day-to-day operations including handling program enquiries, participant interviews, registrations & inductions, participant services, building community stakeholder relationships.
- Transport participants to assigned appointments, services, learning programs and activities.
- Assist to arrange industry visits, guest speakers, work experience placements and experiential learning in relation to participant/student career/employability goals.
- Deliver group workshops and activities to develop young people's interpersonal and employability skills.
- Develop and maintaining participant support plans, helping to identify at-risk participants & respond to academic or personal challenges by providing VPG approved interventions, supports and referrals.
- Liaise with the RTO, monitoring the progress of participant's accredited training.
- Foster connections between VPG and Industry, working to link participants to future employers, workplaces, supporting them in their journey into work.
- Assist to promote achievements and industry champions within the community to raise awareness of participant goals and support partnership opportunities.
- Maintain a participant load, including plans, notes, appointments, placements and other administrative tasks.
- Comply with and contribute to Workplace Health & Safety protocols.

Key Responsibilities – Integrity & Productivity

- Act as a participant focused, values-based team member and work collaboratively with

staff within our Advantaged Thinking approach.

- Ensure behaviour during all work interactions is aligned to our values of being compassionate, generous, inclusive, responsible and fun.
- Along with all VPG Staff, undertake a range of duties to ensure the smooth running of VPG Centres including but not limited to cleaning, reception, washing up, emptying rubbish, putting away equipment, checking mail, maintaining vehicles, purchasing supplies.
- Comply with all VPG policies and procedures.
- Maintain confidentiality and privacy in all matters relating to staff, participants and procedures.
- Actively contribute and participate as a VPG team member across all programs, undertaking relevant tasks, 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.
- Maintain an understanding of all VPG services to confidently communicate with and promote to external stakeholders.
- Fulfil other tasks that your manager reasonably asks you to perform.

Additional information

- Working Hours: This role may require you to attend meetings/events outside of business hours. Flexible Hours and Time off in Lieu available.
- Staff may be required to travel across the Cairns Employment region and between VPG Centres for relevant activities/events.
- VPG has a mandatory closure over the Christmas/New Year period. Staff will be informed of actual closure dates in alignment with Fair Work requirements.
- VPG staff like to have fun, occasionally dress-up and generate lots of laughter – join us if this sounds like you.

To Submit an Expression of Interest

- A Cover Letter explaining your interest in the role (PDF Format).
- A Resume, relevant qualifications & with 2 Professional Referees; (PDF Format).
- Response to Selection Criteria either:
 - i. Max 2 Page Written Response (PDF Format) or a
 - ii. Pre-recorded video (Max 3 minutes) introducing yourself and responding to the Selection Criteria – recorded on your phone is fine. Please ensure this is uploaded to an approved 3rd party service (Youtube or Dropbox) and shared via URL in your cover letter. Video's sent as an attachment do not meet our cyber security requirements and will not be viewed.
- Submit Queries/Applications to Angela Weinert – angela@vpginc.com.au

Please Note:

- VPG may undertake assessment activities via phone - applicants must ensure they are contactable. VPG undertakes rolling reviews of applications and will interview as soon as suitable candidates are shortlisted. Don't delay in applying.