

yourtown Position Description

yourtown – Human Resources – All Sites



Job Title:	Enterprise Trainer
Position ID:	New
Location:	St Marys
Division/Programme:	Client Services
Immediate Manager:	Social Enterprises Coordinator
Direct Reports:	Nil
Bipers Class, Grade:	Class 52, Grade 8
Motor Vehicle Provided:	Pool vehicle available for work related purposes if required
Limit of Authority:	N/A
Uniform:	PPE Required
Practice Supervision:	Monthly
Compliance Requirements:	Working with Children Clearance – WWCC NSW Satisfactory National Criminal History Check

Background

yourtown is a charity with services young people can access to find jobs, learn skills, become great parents and live safer, happier lives.

Our mission is to enable young people, especially those who are marginalised and without voice, to improve their quality of life.

yourtown is a national charity employing a diverse workforce across Australia. All employees are to ensure their performance and behaviour does not detract from the principles of **yourtown's** mission, values and child and vulnerable adult safety.

Purpose of the Position:

The Enterprise Trainer role supervises young disadvantaged people in **yourtown** Enterprise programs, while delivering work based program activities that assist clients to achieve independence and learn new skills. This position teaches young people vocational and life skills in order to effect long term sustainable change, and promote appropriate behaviours by being a positive role model to clients.

Responsibilities/Duties:

- Deliver quality services that enhance the lives of young people by focusing on their strengths and inherent abilities:
 - Deliver services which are individually focused in recognition that every young person is unique and create opportunities for changes in lives of young people through enhanced employment outcomes
 - Deliver services that are outcome focused, professional and aligned with child safety and vulnerable adult requirements.

- Delivery of quality training and supervision to disadvantaged young people through:
 - Provision of effective supervision and leadership to disadvantaged young people employed in **yourtown** programs, with an emphasis on positive reinforcement and affirmation of their achievements
 - Promote a positive culture with regard to work ethic, customer service, and appropriate behaviours, lead by example, and foster a sense of independence and well-being in clients
 - Identify clients' needs and liaise with other **yourtown** positions to ensure the personal needs and issues of each individual client are being addressed.

- To deliver work based program activities and achieve contractual obligations and production targets:
 - Ensure quality delivery of services for **yourtown** Enterprise projects. Works will vary depending on the project, however may include construction and property maintenance, landscaping, horticulture, and cleaning and grounds maintenance.
 - Effective project management to deliver quality outcomes for enterprise customers and achieve contractual obligations, outcome requirements and production targets in a timely manner
 - Maintain tools and equipment to ensure safety, effectiveness and reliability
 - Oversee the day to day security of all materials, supplies, tools, vehicles and equipment.

- Ensure Organisational requirements are met within the role:
 - Maintain accurate records as required and provide accurate and timely reporting for internal and external consumption
 - Maintain client information through **yourtown's** client information management system
 - Promote a positive Workplace Health and Safety culture and ensure active compliance to standards and regulations
 - Comply with all **yourtown** Policies and Procedures and understand and adhere to Federal and State legislative requirements
 - Maintain and build positive relationships with internal and external stakeholders to achieve positive client and program outcomes.

- Participate in and meet the requirements for Practice Supervision and Client Skills Training
- Participate in other duties as may be required in order to achieve efficient and effective **yourtown** services
- Demonstrate an understanding of and meet the requirements of the position and all performance expectations
- From time to time you may be required to assist in other locations. You may also be required to travel intrastate, or interstate, as required.

Selection Criteria:

Essential Knowledge, Skills, Abilities:

1. Recognised industry/ trade qualification relevant to the work required for **yourtown** services and contracts (eg horticulture, construction), and a minimum of three (3) years' experience in delivering on project requirements; or a minimum of five (5) years' relevant experience.
2. An understanding of the local labour market and the skills and behaviours to instil in young people to support sustainable employment i.e. workplace behaviours, technical requirements, quality workmanship
3. Demonstrated experience in producing high quality work in line with the relevant contract and service requirements
4. Well-developed oral and written communication skills, good customer service skills, and the ability to build rapport with and motivate young people
5. An understanding of the challenges to employment faced by disadvantaged young people, and the ability to work within the Mission and Values of **yourtown**, and demographics of **yourtown** Clients
6. Demonstrated knowledge of current Workplace Health and Safety requirements.
7. Demonstrate an understanding of and commitment to the opportunities for change in the lives young people available through enhanced employment outcomes
8. Hold a current first aid certificate and white card (or ability to obtain within required timeframe as required).

Requirements:

The successful applicant must at all times:

- Comply with the relevant state or territory requirements for working with children
- Maintain a satisfactory National Criminal History Check
- Possess an unrestricted current manual Driver's Licence
- Demonstrate professional conduct, behaviour and communication that is in line with **yourtown's** Values and Behaviours.

Brendan Bourke

Executive's Name



Executive's Signature

28/6/18

Date

Employee's Name

Employee's Signature

Date

(In signing and reading this position description, I understand and acknowledge its contents)

Date Position Description last reviewed: **June 2018**