

**Mission:** Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

**Vision:** An Australia where young people and children have HOPE for a successful and positive life.

**Values:** Faith ♦ Integrity ♦ Respect ♦ Belonging.

<b>POSITION TITLE:</b>	<b>Workshop Coordinator – Hand Brake Turn</b>
<b>AWARD CLASSIFICATION:</b>	Educational Services (Post-Secondary Education) Award MA000075 Range Level 2-7 (Dependent on qualifications and industry experience) 0.6 – 1 FTE, plus super and salary packaging
<b>DEPARTMENT:</b>	Education – Hand Brake Turn
<b>LOCATION:</b>	Concern Australia Offices - North West / South East
<b>DATE APPROVED:</b>	31 <sup>st</sup> October 2019
<b>APPROVED BY</b>	General Manager of Business Operations

Concern Australia is a dynamic not-for-profit Christian organisation which finds its roots in the work of Rev Dr John Smith who also founded the God’s Squad Christian Motorcycle Club in the 1970s.

Today we work with young people and children 5-21 years, creating opportunities for them to enjoy full and meaningful lives. In 2016 we launched 2020VISION, our new Strategic Plan and we are working to realise 4 shared goals to be:

PEOPLE-CENTRED ♦ LEADER ♦ PARTNER ♦ STEWARD

Our work focusses on the innovation, development and delivery of responses in the areas of Education; Housing & Homelessness; and Justice. Each year we connect 30,000 vulnerable young people across Australia through the following activities:

**Education**

- Values for Life – seminars within primary and secondary schools to 25,000 students, parents and teachers across Australia.
- LiveWires – an after school care and holiday programs for 80 school aged children and support to 40 families living in the Collingwood housing estate.
- Hand Brake Turn – pre vocational automotive training to 80 trainees per year

**Housing & Homelessness**

- InsideOut – the provision of Out-Of-Home-Care in partnership with the Victorian Government’s Department of Health and Human Services through the Enhanced Lead Tenant Program offered to young people living in 17 properties across metropolitan Melbourne.
- STEPS Outreach Service – support to over 500 homeless young people from the steps of Flinders Street station.

**Justice**

- Chaplaincy and support services for young people at the Malmsbury Youth Justice Centre.

**ORGANISATIONAL RELATIONSHIPS**

<b>REPORTS TO:</b>	General Manager – Education, Enterprise and Innovation
<b>SUPERVISES:</b>	Apprentice and Volunteers (up to 5)
<b>TRAVEL:</b>	Travel is required across Concern Australia offices in Braybrook and Dandenong
<b>INTERNAL LIAISONS:</b>	Executive, Program Managers and Colleagues
<b>EXTERNAL LIAISONS:</b>	<ul style="list-style-type: none"> <li>• Schools – Principals, Teachers, Administration, Parents and Students</li> <li>• Local Businesses and Industry Groups</li> </ul>
<b>Financial Authority</b>	Nil
<b>Decision Making Authority</b>	<ul style="list-style-type: none"> <li>• To execute assigned tasks against the program plan</li> <li>• Oversee day to day operations at location</li> </ul>

Established in 1994, Hand Brake Turn provides a pre-vocational experience for young people within a professional automotive setting. In addition to technical training, the opportunity for life skills development and vocational counselling is provided to young people at risk for disengaging from mainstream activities, particularly education and employment.

**POSITION OBJECTIVES**

This position exists to:

- Manage, develop and expand an effective, quality educational and life skills program that will, in conjunction with CA, produce and deliver a positive experience for young people participating in Hand Brake Turn (Local, Mobile and fiXit)
- Facilitate the development of confidence/self-esteem and enhance future employment/training opportunities for young people
- Minimise the risk of young people becoming involved or entrenched in the Youth Justice system and/or reoffending
- Provide a service to the local community through the donation and sale of vehicles
- Provide leadership and strategic direction as part of the Hand Brake Turn team

**KEY RESPONSIBILITY AND DUTIES**

1. **Coordination and Leadership** – oversee day to day activities of workshop, apprentice and volunteers ensuring that they have a clear understanding of their roles and responsibilities in accordance with Position Description, KPIs, Policies and Procedures. Work as part of a team with the other Hand Brake Turn staff at both Hand Brake Turn sites.
2. **Training Delivery** – against the Program Plan
  - Deliver a course curriculum within a workplace and training environment to assist young people to develop skills
  - Deliver training modules according to training and assessment requirements
  - Work with the Hand Brake Turn team to develop and continue refinement of training materials, policy and procedure documents and practice manual.
  - Keep records of training outcomes
  - Work with Program Manager to develop Hand Brake Turn and assess experience of young people
  - Teach students appropriate tool maintenance skills
  - Undertake evaluations and help lead an ongoing commitment to quality service delivery

- Continually assess state of tools, machinery and equipment used for Automotive Training Delivery Log required maintenance
- Plan, prepare and facilitate site visits and recreational activities

### 3. **HAND BRAKE TURN fixIt**

- Supervise the repairs of cars to a high standard
- Keep professional records of repairs including quotes and invoices for customers
- Assist in the (re-)construction of project vehicles suitable for community donation
- Help with the selling of donated Hand Brake Turn vehicles

### 4. **HAND BRAKE TURN Mobile**

- Visit schools, colleges or community groups and deliver on site training using the Hand Brake Turn Mobile modules
- Build relationships with stakeholders to keep delivering and promoting Hand Brake Turn Mobile
- Work with the Hand Brake Turn team to develop and continue refinement of training materials for Hand Brake Turn Mobile

### 5. **Occupational Health and Safety**

- Risk assessments are completed for the site on a regular basis
- Risk assessments are completed for each teaching module
- Action is taken to Avoid, Reduce and Control Risks
- Risks are reassessed to make sure that controls are accepted as part of work practice
- Ensure all risks, hazards and incidents are proactively managed, mitigated and communicated in the prescribed format and submitted as agreed.
- Location representative on Concern Australia Health and Safety Committee
- Exercise individual responsibility around your own safety, and the safety of others in line with organisational policies and procedures/ relevant state legislation. Ensure accurate documentation accordingly.

### 6. **Networking and Program Promotion**

- Raise awareness of Hand Brake Turn with key stakeholders including schools, local government, community organisations and industry.
- Work with the Hand Brake Turn Business Development Administrator and the Concern Australia Communication and Relationship Unit to market t Hand Brake Turn through publications, social media, website and materials, ensuring a consistent branding are achieved.
- Attend key events including conferences, agency meetings and connect with key stakeholders including schools, local government, community organisations and industry.

7. Duties beyond the scope of this position description may present from time to time.

**KEY SELECTION CRITERIA**

1. Qualifications
  - Essential: Qualifications in Automotive/Education and Level 2 First Aid Training
  - Desirable: Youth/Social Work Qualifications and TAE40116
2. Training experience and ability to facilitate individual, small group, larger group discussions and activities with demonstrated experience working with young people
3. Knowledge of and demonstrable skills in the use of the following computer programs:
  - MS Word
  - Excel
  - MS Outlook
4. Experience relating to young people in a structured training environment, providing a mentoring and opportunities for skill development
5. Excellent communication, interpersonal and presentation skills. Focussed on working collaboratively, addressing conflicts proactively, and working collaboratively with all stakeholders
6. Understanding of curriculum and compliance requirements in a formal education setting
7. Demonstrated commitment in line with Concern Australia's Values
8. Organisational requirements - valid Working with Children Check, National Police Check Clearance and valid Australian Driver's License