

## Values for Life

<b>POSITION TITLE:</b>	<b>Values for Life Coordinator</b>
<b>AWARD CLASSIFICATION:</b>	Social, Community, Home Care and Disability Services (SCHADS) Industry Award MA000100, Level 4
<b>PROGRAM/DEPARTMENT:</b>	Values for Life
<b>LOCATION:</b>	Hybrid position with the ability to work a combination of from home, at either office locations (1/668 Somerville Road Sunshine West or 27 Station Road Dandenong) and frequently travelling to schools around metropolitan Melbourne and Victoria. Occasional interstate travel is also required.
<b>DATE APPROVED:</b>	26/07/2023
<b>APPROVED BY:</b>	CEO

Concern Australia is a grassroots welfare organization that emerged out of the work of Rev Dr John Smith who also nurtured the growth of the God's Squad Christian Motorcycle Club in the 1970s. Today we work with young people and children aged 5 – 25 years, creating opportunities for them live, learn and earn better and create the space for them to live life to the full.

**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

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

### Living Learning and Earning

- Values for Life – seminars and workshops within primary and secondary schools to 25,000 students, parents, and teachers across Australia.
- Hand Brake Turn – pre vocational automotive training to 80 young people per year across 2 locations.
- fiXit automotive – a social enterprise born out of Hand Brake Turn that offers detailing, servicing and repair of vehicles while providing employment to young people.

### Housing and Homelessness

- Inside Out – the provision of Out-Of-Home-Care and Targeted Care Packages (TCPs) in partnership with the Victorian Government's Department of Families Fairness and Housing through the Enhanced Lead Tenant/Live In Mentor Program offered to young people living in properties across metropolitan Melbourne.
- STEPS Outreach Service – support for young people, children, and their families with long term relational and practical support, including advocacy, referral and material aid.

### Youth Justice

- Referrals to all programs and ongoing relationship.

## ORGANISATIONAL RELATIONSHIP

<b>REPORTS TO:</b>	General Manager Living, Learning & Earning
<b>SUPERVISES:</b>	Values for Life Presenters (Casual and part time)
<b>INTERNAL LIAISONS:</b>	Concern Australia Executives, Program Managers, Staff & Volunteers
<b>EXTERNAL LIAISONS:</b>	Volunteers, schools, faith and community groups & government

## POSITION OBJECTIVES

This position leads the development and implementation of Concern Australia’s *Values for Life* Program across Australia.

## KEY RESPONSIBILITY AND DUTIES

- Co-ordinate the overall planning, delivery and monitoring of Values for Life seminars.
- Develop and update Values for Life materials.
- Deliver Values for Life seminars and activities.
- Develop new business opportunities to build and expand the Values for Life program across Australia.
- Engage with schools, faith and community groups, and children & youth services to enhance knowledge and understanding of issues facing children, young people, and their supporters.
- Develop and sustain positive working relationships with key internal and external stakeholders, including schools, faith and community groups, youth services and other networks.
- Maintain a comprehensive stakeholder contact list.
- Implement agreed program data collection and evaluation strategies.
- Provide line management to Values for Life casual staff (including interstate staff).
- Participate in the recruitment and induction of Values for Life casual staff (in particular providing induction in seminar delivery).
- Participate in Concern Australia training and development.
- Deliver a program with a lens of inclusivity to ensure all people feel valued and respected and ensure that Values for Life materials, activities and communications are designed to be accessible, including for example learners from non-English speaking backgrounds, neurodiverse young people and more.
- Participate in the development of Values for Life Policies and Procedures as appropriate.

**Other:** Duties beyond the scope of this position description but in line with an incumbent’s skills, competencies, and training, may present from time to time. Reasonable requests for such duties to be discussed and agreed with line manager and executed accordingly.

## QUALIFICATIONS, SKILLS AND EXPERIENCE

### Qualification

- Bachelor/Diploma in Education and/or Ministry, Social Work, Youth or Community Development or
- Lesser formal qualifications with 5 years’ experience in a similar position.

### Skills, Knowledge and Abilities

- Evidence of experience and passion in working with children and young people and promoting their resilience and wellbeing.
- Evidence of experience in developing resources and delivering educational activities.
- Ability to maintain ethical and legal integrity around intellectual property and copyright legislation when developing program materials.
- Knowledge of research about resilience in young people and trends in education.

## Values for Life

---

- Ability to update, design and develop seminars which build resilience and promote wellbeing for children, young people and their supporters.
- Sound communication skills, both written and verbal, including an ability to liaise with people at all levels and backgrounds, internal and external to the organisation.
- High level of interpersonal skills, including an ability to work in a team environment and to deliver seminars to school and youth groups.
- High attention to detail, including an ability to accurately document and compute data.
- Project and time management skills, including an ability to adhere to strict timelines working independently as well as with team members.
- Sound knowledge of Microsoft Office, media, and other applications, including skills in preparing seminar presentations.
- Skills in the administration of the databases and/or client/customer management systems.

### SECURITY CHECKS, LICENCES AND OTHER INHERENT REQUIREMENTS

- Satisfactory National Police Check and International Police Check (International Police Check if applicable).
- Valid Working with Children Check or relevant Victorian Teaching Registration.
- Current Victorian Driver's Licence.
- Some after-hours work may be required.

### INHERENT PHYSICAL REQUIREMENTS

Concern Australia has a duty of care to all workers. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

Regular sitting: computer work, data entry
Occasional standing: filling, photocopying & scanning
Occasional bending, reaching and holding
Occasional walking, climbing stairs
Manual handling: occasional lifting & pulling
Regular work in isolation
Regular driving

### CHILD SAFETY COMMITMENT

Concern Australia is committed to providing child safe and protected environments in all its activities and programs and has a zero-tolerance approach to child abuse or exploitations. Contact and working with children is a critical responsibility. Children have the right to be safe and protected. All employees are required to have a valid Working with Children Check, National Police Check and International Police Check (International Police Check where applicable).

**Supervisor Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_