

Hand Brake Turn

POSITION TITLE:	Trainer – Hand Brake Turn
AWARD CLASSIFICATION:	Band/Level: Supervisor/Trainer/Coordinator – Level I Manufacturing and Associated Industries and Occupations Award 2020, Modern Award MA000010
PROGRAM/DEPARTMENT:	Hand Brake Turn
LOCATION:	1/668 Somerville Road, Sunshine West
DATE APPROVED:	25 March 2024
APPROVED BY:	General Manager – Service Delivery

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 innovation, development and service delivery in the areas of Living Learning and Earning; Housing and 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 peryear 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.

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ORGANISATIONAL RELATIONSHIP

REPORTS TO:	General Manager – Service Delivery
SUPERVISES:	Volunteers and Placement Students
INTERNAL LIAISONS:	Concern Australia Executives, Program Managers, Staff & Volunteers
EXTERNAL LIAISONS:	<ul style="list-style-type: none"> • Schools (Principals, teachers, administration, parents and students) • Support Workers such as youth justice, child protection, NDIS, etc. • Local business and industry groups • Volunteers

POSITION OBJECTIVES

This position exists to:

- Manage, develop, and deliver an effective, quality educational and life skills program that will, in conjunction with CA, create a positive, person-centred experience for young people participating in Hand Brake Turn (Local and Mobile).
- Facilitate the development of confidence and self-esteem in the lives of young people, implementing a strengths-based approach.
- Minimise the risk of young people becoming involved or entrenched in the Youth Justice system and/or reoffending and disengagement from education and training.
- Provide coordination and leadership as part of the Hand Brake Turn team.
- Assist with the service and repair of motor vehicles through the fiXit social enterprise when required.

KEY RESPONSIBILITY AND DUTIES

- 1. Coordination and Leadership** – oversee day to day activities of the workshop, volunteers and students ensuring that they have a clear understanding of their roles and responsibilities in accordance with position descriptions/placement plans & projects, policies, and procedures. Work as part of a team with other Hand Brake Turn staff at both Hand Brake Turn sites.
- 2. Training Delivery**
 - Deliver a course curriculum within a workplace and training environment to assist young people to develop skills.
 - Work with the Hand Brake Turn team and others to develop and refine training materials, policy and procedure documents and practice manual.
 - Work with General Manager to develop Hand Brake Turn and assess experience of young people.
 - Delivery training modules according to training and assessment requirements.
 - Keep records of training outcomes and notes for Hand Brake Turn Participants.
 - 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.
- 3. 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.

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- Work with the Hand Brake Turn team to develop and continue refinement of training materials for Hand Brake Turn Mobile.

4. 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 Coordinator and the Communications team to market Hand Brake Turn through publications, social media, website and print materials, ensuring consistent branding is achieved.
- Maintain positive relationships with stakeholders to promote the strong reputation of Hand Brake Turn.
- Attend key events including conference, agency meetings and connect with key stakeholders including schools, local government, community organisation and industry.

5. fiXit – Social Enterprise

- Assist repair and service all vehicles as assigned by Social Enterprise Coordinator in a timely manner.
- Assist with the flipping of donated vehicles for sale and/or scrapping.
- Order parts and materials as required documenting all transactions required for business operations.

6. Occupational Health and Safety

- Risk assessments are completed for the training 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.
- All aspects of First Aid are maintained, and safety is a priority.
- Exercise individual responsibility around your own safety, and the safety of others, in line with organisational policies and procedures and relevant state legislation. Ensure accurate documentation accordingly.

7. Other

- Plan, prepare and facilitate site visits and recreational activities.
- Travel and work between Dandenong and Sunshine sites as required.

QUALIFICATIONS, SKILLS AND EXPERIENCE

QUALIFICATION AND/OR EXPERIENCE

- Qualifications in Automotive/Education.
- Desirable: Youth/Social Work Qualifications and TAE40116.
- Experience relating to young people in a structured training environment, providing mentoring and opportunities for skill development.

SKILLS

- Intermediate computer skills, including the frequent use of Microsoft Outlook, Word, Excel and database entry.
- Ability to relate to young people who may come from socially disadvantaged backgrounds.
- Sound presentation skills, including an ability to facilitate group discussions and activities with demonstrated experience in working with young people.

SECURITY CHECKS, LICENCES AND OTHER INHERENT REQUIREMENTS

- Satisfactory National Police Check and International Police Check (International Police Check

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if applicable).

- Valid Working with Children Check or relevant Victorian Teaching Registration.
- Current Victorian Driver's Licence
- First Aid Certificate
- Hearing Test

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:

Occasional sitting: computer work, data entry
Occasional standing: filling, photocopying & scanning
Regular bending, reaching and holding
Regular walking, climbing stairs
Manual handling: regular lifting & pulling
Regular work in isolation
Occasional driving
Occasional exposure to noise
Occasional working at heights

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:** _____