

YMCA POSITION DESCRIPTION -INDUSTRY LIAISON OFFICER

YMCA SOCIAL IMPACT

Position Title	Industry Liaison Officer		
Group	YMCA Social Impact		
Modern Award:	Educational Services (Post-Secondary Education) Award 2010		
Classification Level:	Level 5/6 (dep. on skills, qualifications and experience)		
Position Status	Full Time	Child Facing Role	Blue Card Required
		✓	✓
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check; and Working with Children Check (Blue Card)		
Reports to:	Head of Curriculum and Transition or other person who may, from time to time, be nominated		
Supervises:	N/A		

Industry Sector

As the social impact arm of the YMCA, Y-Care, trades as YMCA Social Impact and exists to serve people in our community who are disadvantaged. Social Impact's programs each operate in different areas but share the common theme of assisting people overcome the challenges they face in body, mind and spirit. Services and programs managed by Social Impact fall under the following 5 focus areas: Youth and Education, Healthy Futures, Community Housing, Disability and Social Enterprise. The YMCA Vocational School operates under the Youth and Education focus area.

Position Summary

This position is critical to the streamlined delivery of vocational training across the YMCA Vocational School campuses. Core responsibilities of this position include: establishing and maintaining all core vocational courses offered by the YMCA School, coordinating the delivery of vocational training taking place within the School's Trades Skills Centre and managing critical stakeholder relationships.

Duties and Responsibilities

1. VOCATIONAL EDUCATIONAL COMMUNITIES

- 1.1 Work collaboratively with the Vocational Education and Training Youth Worker (VYW) engaged at each Campus;
- 1.2 Coordinate the development and implementation of training and employment pathways which lead students into school based traineeships (SBT) / apprenticeships (SBA);
- 1.3 Build external partnerships with prospective employers as appropriate to support the vocational education curriculum (VEC) and SBT/SBAs;
- 1.4 Facilitate the retention of training and employment partnerships that benefit quality outcomes for students and program participants through the VEC and SBT/SBAs;
- 1.5 Create and maintain vocational educational communities for each of the YMCA's core vocational areas to maximize work experience/ placement or school based traineeships / apprenticeship opportunities for YMCA senior secondary students;
- 1.6 Initiate and oversee YMCA Vocational students' involvement and participation in industry experience activities, such as key YMCA events including but not limited to the Charity Golf Day and the Old Boys Luncheon;
- 1.7 Handle customer complaints and conflict and take relevant action as per relevant organisational policy;
- 1.8 Represent the YMCAs belief and position statements positively to beneficiaries, stakeholders and the wider community.

2. STUDENT SUPPORT

- 2.1 Create, implement and evaluate a process to select students to participate in VEC certificate programs;
- 2.2 Create, implement and evaluate processes which are consistent with the School's wellbeing program to support the wellbeing of students who have been selected to participate in VEC certificate programs;
- 2.3 As requested by teaching staffing, participate in parent / teacher meetings to share updates on student progress;
- 2.4 As required, support the VYW to liaise with other staff, parents and students concerning the vocational, educational, employability, social and emotional status of a student;
- 2.5 Contribute to the maintenance of student records, the collection of samples of work as per the School's policies and procedures.

3. PROFESSIONAL DEVELOPMENT AND SUPPORT

- 3.1 Participate in prescribed programs including professional development and review to develop your practice as an industry liaison coordinator and expertise in VET, employability and career development;
- 3.2 Seek and participate in continuing professional development as appropriate, in order to remain up-to-date with innovations and trends in vocational training, career development and the labour market;
- 3.3 Use appropriate theory and reliable sources to inform program development and content updates;
- 3.4 Work together with all staff to provide the highest possible standard of customer service to both internal and external stakeholders as well as the wider community;
- 3.5 Collaborate constructively and positively with all VET Youth Workers as well as other school and Social Impact staff, across all sites;
- 3.6 Attend and participate in all staff meetings, development and training as appropriate;
- 3.7 Work in a way that is consistent with the professional standards of the Australian Career Development Practitioners as well as the Australian Community Workers Association Code of Ethics;
- 3.8 To assist in planning of YMCA Social Impact services and programs;
- 3.9 To participate in extra-curricular activities reasonably expected in line with the position, for example, industry networking events and professional development.

4. EVALUATION

- 4.1 Provide regular updates to HOCT of the program outcomes and help identify issues that may impact on the success of the programs offered;
- 4.2 Maintain relevant data collection, and ensure information is kept up-to-date and accessible for appropriate internal stakeholders;
- 4.3 Actively facilitate processes to gather information and evaluate the impact of VEC programs and activities through prescribed methods.

Safeguarding Children

1. SAFEGUARDING CHILDREN REQUIREMENTS

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Child-Facing Roles

- 1.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;
- 1.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;
- 1.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 1.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;
- 1.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 1.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 1.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 1.8 Participate in safeguarding children and young people training as directed;

Non-Child-Facing Roles



- 1.9 Participate in safeguarding children and young people training as directed
- 1.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families;
- 1.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;
- 1.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 1.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 1.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

General

2. GENERAL REQUIREMENTS

- 2.1 Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- 2.2 Comply with all Policies and procedures
- 2.3 Maintain confidentiality of all YMCA information, records and files;
- 2.4 Complete the YMCA Induction and other required training as required by organisational policy and procedures;
- 2.5 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 2.6 Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

3. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 3.1 Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- 3.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 3.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 3.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;
- 3.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 3.6 Properly use equipment, including any relevant safety equipment or devices;
- 3.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 3.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 3.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 3.10 Make suggestions for improvements to health and safety practices within the workplace;
- 3.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 3.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

Key Physical Requirements

- 1. Walking / standing – Frequent
- 2. Sitting – Constant
- 3. Squatting/ bending/kneeling – Occasional
- 4. Working outdoors – Occasional
- 5. Fine motor skills (keying, typing) – Constant
- 6. Gross motor skills (e.g. setting up, packing up) – Occasional
- 7. Lifting/carrying up to 10kg - Occasional

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Position Requirements / Selection Criteria

Essential:

- 1. Certificate IV in Training and Assessment or Career Development;
- 2. Demonstrated ability in the creation of comprehensive industry-specific programs that provide participants with hands-on experiences and opportunities to link with genuine employment opportunities;
- 3. Highly developed written and oral communication skills with the ability to provide high quality reporting;



4. Demonstrated ability to work collaboratively in a team environment and build strong, effective relationships with diverse groups;
5. Ability to work within the mission and values of the YMCA;
6. Significant demonstrated recent experience in working with young people who are at risk, including a Passion for giving them a real opportunity to realise their potential in body, mind and spirit;
7. Current First Aid and CPR certificate;
8. A current valid driver's license
9. Currently possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
10. Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training

Desirable:

1. Previous experience working in or knowledge of the not-for-profit or education sector;
2. Working knowledge or the ability to rapidly acquire knowledge of the secondary schools Australian School Based Apprenticeship systems and Australian Vocational Education and Training system.

Approval

Date Position Description Revised:	June 2019
Position Description approved by:	Chief Executive Officer
Date of Approval:	

