Position Description

Jobs Victoria Industry Mentor

**About Us**

Inner Melbourne VET Cluster (IMVC) is a progressive not-for-profit organisation that has been providing vocational education and training programs, and employment services for people experiencing disadvantage for over 20 years.

Our purpose is to develop the confidence, education, and employability skills of people to allow them to ultimately transition into work and independence.

Our programs include:

* Career and transition initiatives
* Case-management services
* Accredited and pre‐accredited vocational training
* Work-readiness and re‐engagement programs
* Coordination of VET courses delivered in secondary schools
* Workplace learning and industry immersion
* National Disability Coordination.

**Key details for this role**

**Responsible to:** General Manager, Employment Services

**Time Fraction:**  1.0 EFT

**Location:** South Melbourne

**Employee Allowances**: Laptop, and mobile phone

**Motor Vehicle:** This role will have access to a work vehicle for all work-related travel and is required to have an Australian driver’s licence

**Sick Leave:** 10 days a year

**Holiday Leave:** 20 days a year

The contract for this position ends on 30 December 2022 with the opportunity to extend this, subject to the continued availability of funding. You will be subject to six months’ probation and clearance from a police background check about working with young people. Superannuation will be paid by the IMVC at the prescribed rate as specified within the Superannuation Act.

**About JVES**

Funded by the Victorian Government, the **Jobs Victoria Employment Services (JVES)** program is one element of a range of Jobs Victoria initiatives designed to offer personalised employment support to long-term unemployed jobseekers or jobseekers at risk of being long-term unemployed to secure work. This service employs expert Jobs Victoria Mentors who will work with jobseekers to get them work-ready and connect them to jobs.

Other elements of Jobs Victoria are:

* Wage subsidies
* Jobs Victoria Advocates
* Jobs Victoria Careers Counsellors
* An online platform and telephone hotline support
* Investing in social procurement.

Key features of the JVES model include:

* The participation of jobseekers is voluntary
* The focus is on jobseekers who require additional assistance to gain and retain employment
* The model provides a level of flexibility to allow services to be tailored to suit the individual while retaining a strong focus on employment outcomes
* Services may include pre-employment and post-employment support
* JVES Industry Engagement Officers work closely with employers to identify job opportunities and prepare jobseekers for those roles.

The IMVC Jobs Victoria Employment Services contract is being delivered in partnership with TaskForce Community Agency. This role is responsible for delivering services in the Inner Metro Employment Services Region which includes the Local Government Areas of Port Phillip and Melbourne.

Our JVES team is comprised of JVES Mentors, JVES Industry Engagement Officers, and a JVES Program Manager.

**About the role**

This hybrid role is an opportunity for you to apply the breadth of your employment services experience to working with employers and jobseekers to facilitate successful job outcomes.

You will offer a flexible service tailored to the needs of disadvantaged jobseekers and responsive to the needs of the local labour market by working closely with employers to generate suitable employment opportunities for jobseekers in the Inner Metropolitan Melbourne region while supporting local employers to address their labour market needs.

You will also work with a small caseload of jobseekers to assist them to address their barriers to employment and seek suitable and sustainable employment opportunities.

**Key Objectives**

* Increase the number of employers engaged with the JVES program to provide opportunities for jobseekers to gain exposure to industry through industry immersion initiatives and paid employment
* Increase the number of employers offering suitable vacancies to jobseekers, especially in industries that provide strong vocational outcomes
* Work closely with disadvantaged jobseekers, industry and other service providers and the broader community to strengthen the employability of, and employment opportunities for, jobseekers
* Actively support jobseekers to improve job readiness, gain and sustain paid employment.

**Key Accountabilities**

* Actively engage with employers to identify job opportunities and assist in meeting industry workforce needs
* Evaluate vacancies to ensure quality assurance principles are met
* Establish and maintain strategic relationships with employer networks
* Maintain regular engagement with a caseload of jobseekers through on-site, virtual and outreach meetings
* Work collaboratively with the JVES team to deliver and/or facilitate activities that support jobseekers to improve their job readiness and transition into employment
* Actively support jobseekers to address barriers to employment via facilitated referrals to appropriate services
* Provide career pathway planning support and connect jobseekers with industry immersion initiatives to broaden their exposure to career opportunities
* Facilitate a suite of post-placement support initiatives once employment has been gained to ensure the smooth transition for jobseekers and employers
* Ensure compliance with contractual requirements and relevant legislation
* Achieve all employment placement and outcome targets as set by the JVES program manager
* Any other duties, as directed.

**Qualifications** (preferred but not essential)

An undergraduate or postgraduate degree in youth work, community services, education, or career development.

**Key Selection Criteria**

1. Minimum 12 months case management or employment broking experience within employment programs
2. Results driven, outcome focussed and able to meet KPI’s
3. Strong understanding of the Inner Melbourne labour market
4. Demonstrated ability to liaise with employers and industry to secure suitable employment vacancies
5. Proven success in achieving employment outcomes for jobseekers
6. Experience engaging with employers/industry to obtain sustainable employment placements and able to provide post-placement support to employers
7. Experience working collaboratively with support services to facilitate referrals for jobseekers to address non-vocational barriers to employment
8. Excellent interpersonal skills, able to work both as part of a team and autonomously
9. Compliance focussed and able to keep up-to-date records and meet all contractual requirements
10. Must be able to demonstrate an understanding of appropriate behaviours when engaging with children, and of children with diverse needs and/or backgrounds.