

POSITION DESCRIPTION

POSITION TITLE	Aboriginal and Torres Strait Islander Mentor & Field Officer
LAST UPDATED	August 2018
DEPARTMENT	State Team
REPORTS TO	State Manager
CLASSIFICATION	Mentor / Field Officer
DIRECT REPORTS	Nil
EMPLOYMENT STATUS	<ul style="list-style-type: none"> The position has been identified as an Aboriginal or Torres Strait Islander position in accordance with the provisions of Section 14a of the Anti-Discrimination Act 1977.
ENVIRONMENT	<p>AFL SportsReady is a national not for profit employment and education company that has facilitated employment, education for thousands of Australians since 1994. While having a history of excellence in the football industry, we now work across sectors including the arts and creative industries, education, business and the broader sports and recreation sector. As part of this work, we support many trainees right across the country through our Group Training operations.</p> <p>We continue to increase our footprint through our growing Aboriginal and Torres Strait Islander employment program, the expansion of the work we do through our Registered Training Organisation, SportsReady Education, and our well established ArtsReady program.</p> <p>AFL SportsReady is governed by a volunteer Board of Directors, and has a passionate staff team of over 80 people. With offices in all states across the country, we enjoy excellent relationships with a range of corporate partners, all levels of Government and community.</p>
VALUES	<p>AFL SportsReady's values represent who we are, and what we hold as most important. Our values are:</p> <p>Respect - we listen to and learn from others Excellence - we strive for excellence in all that we do Pride - we have pride in what we do and where we work Ethics - we are ethical in our decision-making and behaviour Accountability - we do what we say we will do Team - together we are more than the sum of our parts.</p>
PRIMARY PURPOSE OF THE ROLE	<p>The primary purpose of this role is to support the safe and successful completion of our program participants, primarily trainees. This role is responsible for mentoring and supporting Aboriginal and Torres Strait Islander program participants as well as other program participants as required. The key responsibilities of the role include:</p> <ul style="list-style-type: none"> Mentoring and field officer support; Host employer support and relationship management; Business development and promotion; Community engagement and networking Administration; Other Duties
KEY RESPONSIBILITIES	<p>Mentoring and Field Officer support</p> <ul style="list-style-type: none"> Monitor the progress of trainees through face to face and non-face to face contact to support safe and successful completion of traineeships. Monitor the progress of each participant, including monitoring of employment conditions on a regular basis.

- Provide advice and guidance to trainees, and direct employees on work performance, professional expectations, wellbeing and welfare.
- Ensure the trainee stays on track with their off the job training and put plans in place if any extra assistance is required.
- Provide advice to internal stakeholders regarding issues for Aboriginal and Torres Strait Islander participants (for example, regarding wellbeing, work-readiness, employment experience etc.).
- Assist with the organization of State-based Aboriginal and Torres Strait Islander Gatherings for Aboriginal and Torres Strait Islander participants.
- Build strong relationships with participants, support their personal growth, cultural identity and connection with community.
- Build and maintain links with participants community networks, including making connections with family (where appropriate).
- Undertake recruitment activities for trainees and direct hires including; scoping, advertising, interviewing, and selection.

Host employer support and relationship management

- Manage and maintain strong relationships with host employers by providing a high quality and responsive service, resolving trainee issues as they arise.
- Provide regular updates and feedback to hosts in relation to trainee education and employment progress.
- Ensure trainees receive ongoing and appropriate workplace/ on the job guidance and coaching.
- Collaborate with other AFL SR team members to ensure a coordinated approach to engaging with host employers.

Support promotion and business development activities

- Provide timely and accurate advice and information on programs and services to program participants and host employers.
- Discuss future workforce needs with current employers to ascertain potential repeat business opportunities.
- Promote the full set of services of AFL SportsReady to current and potential host employers to create and build business development opportunities.
- Assist with development and presentation of information sessions and workshops;
- Attend Careers Expos / Career Nights/ School presentations as required.
- Discuss future workforce needs with current employers to ascertain potential repeat business opportunities;
- Collaborate with State Managers, and business development team to help to shape business development strategy and plans;
- Contribute to other agreed company business development priorities, as required.

Community engagement and networking

- Support AFL SR to maintain and expand community networks, including visits to community organisations, schools and other community partners.
- Provide input to planning and coordinating community engagement activities.
- Maintain engagement and connect with Aboriginal and Torres Strait Islander communities and organisations across the state.
- Find new opportunities to engage Aboriginal and Torres Strait Islander communities to develop relationships and promote the services of AFL SportsReady;

Administration

- Complete necessary administration accurately and on time (such as records of trainee engagement).
- Keep trainee details and status up to date in JobReady (including the JobReady app);
- Keep OH&S records and status up to date, including Host Employer assessment forms

<p>QUALIFICATIONS, EXPERIENCE, SKILLS & VALUES</p>	<ul style="list-style-type: none"> • Contribute to filing and file maintenance, ensuring administration is completed on time and to a high quality; • Secure from the Host Employer all relevant paperwork, including host agreements and Direct Debit authorization forms; • Receive and record job vacancy information from employers; • Check eligibility of participants • Contribute to broader State initiatives as required.
	<p>Other Duties:</p> <ul style="list-style-type: none"> • The employee may be asked to perform other duties as required. • This position may involve some after hours and occasional weekend work. • This position requires regular regional travel across the State. • The employee is expected to participate in key company activities such as annual strategic planning and reviews and state meetings.
	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • The position has been identified as an Aboriginal or Torres Strait Islander position in accordance with the provisions of Section 14a of the Anti-Discrimination Act 1977; • Relevant qualifications and/or sector experience; • Demonstrated experience in working with Aboriginal and Torres Strait Islander young people; • A demonstrated understanding of the issues facing Aboriginal and Torres Strait Islander communities and young people; • Willingness to undertake regular regional travel; • Effective team worker and excellent communicator; • Demonstrated initiative, ability to work autonomously and sound judgement; • Effective written and verbal communication skills; • Demonstrated ability to follow systems and processes to maintain accurate records; • Proficiency in Microsoft programs; • Up to date Working with Children Check; and • Current Driver's License. <p>DESIRABLE</p> <ul style="list-style-type: none"> • Relevant experience eg. case management, client management, training, employment services • Proficiency with JobReady application • OH&S training and/or FirstAid training (Level 2)