



POSITION DESCRIPTION

POSITION TITLE:	Employer Engagement Coordinator
DEPARTMENT:	Community Employment Development
DIVISION:	Community Services
OCCUPANT:	Vacant
DATE APPROVED:	July 2010
APPROVED BY:	Lisa Patience

ORGANISATIONAL PURPOSE:

Established during the Great Depression, the Brotherhood of St Laurence was the vision and creation of Fr Gerard Tucker, a man who combined his Christian faith with a fierce determination to end social injustice. The BSL has developed into an independent organisation with strong Anglican and community links. Today, we continue to fight for an Australia free of poverty.

The Brotherhood of St Laurence employs over 600 staff and is supported by 1200 volunteers. We are developing social and community enterprises to address inequality by forming partnerships between government, business, community and welfare organisations.

As well as providing services and programs for families and elderly people on low incomes, refugees, young people and the unemployed we research the causes and effects of poverty and advocate national and local policy solutions for people who are disadvantaged.

The BSL is currently focusing advocacy and action on the creation of more full-time jobs, affordable housing, welfare reform and justice for refugees, and reinvigorating communities through enterprise projects.

Community Employment & Development is a department within the Brotherhood of St Laurence (BSL) and has responsibility for assisting people who are unemployed, access opportunities to live and work independently through effective employment, training and support programs whilst advocating for appropriate and innovative community responses to employment and related issues.

DEPARTMENTAL PURPOSE:

Community Services is one of six divisions of the Brotherhood of St. Laurence and has responsibility for Community and Employment Development (CED) alongside Community and Family Services and Financial Inclusion. Community and Employment Development has an annual budget of around \$5m and a multidisciplinary staff team of 44 staff led by five managers and includes 88 trainees.

Community and Employment Development includes a diverse range of services and initiatives to help people into work and to strengthen families, individuals and communities. Services and programs are delivered from a range of locations across Melbourne and include the following:

Yarra Centre for Work and Learning (YCWL) a new Innovation Fund project which is being designed to address the needs of the most disadvantaged job seekers in the Yarra region

Employment and Vocational Training comprising the BSL's Registered Training Organisation (RTO) and Group Training Company (GTO)

Community Enterprises which assist disadvantaged people into work , including Immediate Improvement contracts with the Office of Housing, retrofitting for Sustainability Victoria and a suite of other project based landscaping activities

Community Contact Services on the Atherton Gardens Estate

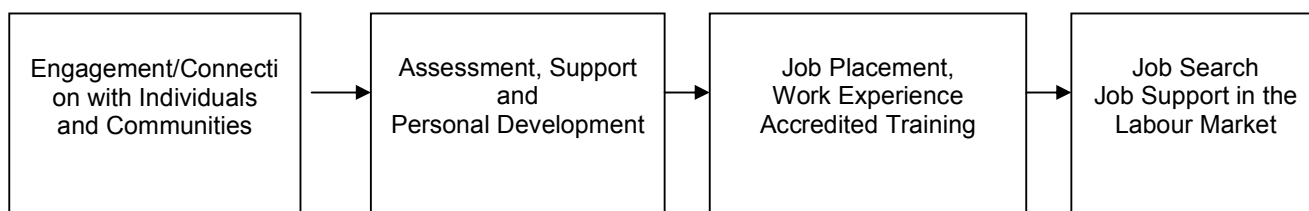
Community Cleaning Enterprise in inner Melbourne

Neighbourhood Renewal in Collingwood/Fitzroy and Doveton

Given The Chance: Employment and education pathways program for refugees

BSL Group Training provides flexibly delivered pre-employment training, holistic and intensive employee and employer traineeship and apprenticeship support for long term unemployed and disadvantaged job seekers. In addition to targeted training and support services, the GTO advocates for appropriate and innovative community responses to employment and training issues for people who are disadvantaged in the labour market.

The department supports an integrated employment pathway model that will raise the standard of service delivery for users. The model follows the continuum below and also has the capacity for individual entry at an appropriate area:



CED works in partnership with local communities, all levels of government, and the community and business sectors. This approach recognizes that disadvantaged individuals and communities face complex challenges that no one department, agency or organization can “fix”. Ingenuity, collaboration and a commitment to equality of opportunity for all form the basis of the work of the Community and Employment Development Department.

CED also contributes to Neighbourhood regeneration approaches alongside government, private and community sector partners.

POSITION PURPOSE:

This role is central to the delivery of the BSL's Employment and Training Strategy as it will provide aggregated recruitment solutions with medium and large employers to create job pathways for disadvantaged jobseekers via a range of new recruitment models as part of a partnership approach to working with the business sector. As the key representative of the BSL in its relationships with employers, the Employer Engagement Co-ordinator will follow-up interest from employers attending a BSL Business Lunch scheduled for the 31st of August.

This position will also coordinate these efforts by working collaboratively with the Brotherhood of St Laurence Group Training Organization (GTO), Registered Training Organization (RTO) and the BSL's Centre for Work and Learning (CWL) Advisors to source and transition jobseekers to developed pathways and opportunities provided by existing and new employers.

The Employer Engagement Coordinator will:

- Secure employment opportunities for job ready CWL jobseekers with large and medium sized employers at a senior level.
- Design and develop strategies for engaging employers with a range of Recruitment models, in partnership with the Brotherhood of St Laurence Group Training Organization (BSL-GTO).
- Develop strategies for effectively matching, coordinating and transitioning CWL jobseeker clients to appropriate opportunities with employers.

KEY RESPONSIBILITIES AND DUTIES:

1. Operations:

- Develop and manage all practical aspects of the BSL's employer engagement work to deliver the BSL's Employment and Training strategy.
- Present the GTO's recruitment models including the specialist diversity recruitment model and the traineeship recruitment model, as well as specific programs, such as the "Given the Chance" -refugee employment program to potential employers.
- Review and develop appropriate marketing tools and documents to facilitate employer engagement.
- Coordinate the employer engagement activities of for the BSL's GTO in consultation with the GTO Operations Coordinator.
- Coordinate the planning and review of employer engagement activities.
- Support and liaise with CWL staff to ensure appropriate placements are made, and JSA funds brokerage can be facilitated.

2. Job seeker Brokerage and Coordination:

- Interview CWL member job applicants to assess their suitability for the job role
- Maintain an up-to-date record of CWL jobseeker vocational preferences and target market employment vacancies based on these vocational preferences.
- Provide post placement support to employers to facilitate successful outcomes for placed jobseekers.

3. Financial:

- Preparation of proposals and costs summaries for employers as required..
- Other duties as required and are consistent with this award classification

4. Information:

- Develop and maintain the employer files and job ready database for the BSL.
- Processing Job Matching vacancies and claims through the Employment Services System (ESS)
- Ensure that confidential client records are maintained
- Ensure that confidential employer records are maintained
- Performance information and monthly reports are provided to the Manager in a timely and accurate manner
- Communication is systematically undertaken with staff and key stakeholders
- All other relevant information systems are maintained.
- Liaise closely with the Communication Department and in particular the Manager: Corporate Relations.
- Represent the BSL externally with the business sector and maintain excellent working relationships with employers to grow supported employment placements or programs.
- Work collaboratively with members of the BSL's GTO, RTO and staff in the CWL.
- Ensure that co-operative working relationships with existing stakeholders are maintained to establish links with employers and job seekers.
- Develop and encourage good internal relationships with different BSL departments as potential employers.
- Ensure that you act in accordance with BSL policies and procedures, including but not limited to BSL's Code of Ethics, and Occupational Health and Safety Policies.

