

ROLE OVERVIEW	
JOB TITLE	Robinvale Euston Workforce Network (REWN) Coordinator
LOCATION	Robinvale
SALARY RANGE	\$80,000 - \$95,000 p.a.
WORK HOURS / TENURE	Full-time – initial contract until June 30, 2025
REPORTS TO	Robinvale Euston Workforce Network (REWN) Manager
GENERAL ROLE DESCRIPTION	
<p>The Robinvale Euston Workforce Network (REWN) has come together to identify local solutions for employment for those experiencing barriers to employment across the Robinvale Euston region. The work of the REWN is funded by the Victorian Government, and is auspiced by the Colman Education Foundation (known as Our Place).</p> <p>The REWN Coordinator is critical to the successful implementation of the REWN and is focused on building relationships, enabling local people to work together, and capturing the evidence of how our work is having an impact for the community. The Coordinator will work to keep the community informed and meaningfully engaged in the REWN as well as be responsible for targeted projects. In 2024, this will include projects which support innovative work and training opportunities, supporting jobseekers to build their English skills and an exciting initiative to improve the Census data for Robinvale.</p> <p>The day-to-day work of the REWN Coordinator is highly varied, with opportunity to work creatively in response to community needs.</p>	
DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> <li>• Implement and manage the REWN Communications and Engagement framework so that the community is aware of and engaged in the work of the REWN</li> <li>• Implement and manage the REWN Monitoring, Evaluation and Learning framework so that the impact of the REWN is tracked, reported on and learned from</li> <li>• Support the REWN Manager to maintain strong governance of the REWN including meeting planning, coordination and liaison with senior stakeholders to keep a strong authorising environment for the REWNs work across the community</li> <li>• Engage with young people, job seekers and those experiencing barriers to employment to build trust, and an understanding of their needs and connection to transition and employment services</li> <li>• Implement targeted projects and partnerships as identified in the REWN Local Economic Inclusion Plan including identifying opportunities, documenting plans, monitoring progress and liaising with stakeholders.</li> <li>• Other duties as directed by the REWN Manager as required to adapt to a changing environment.</li> <li>• Contribute and participate as part of the Our Place Robinvale and state-wide teams, sharing best practice and learnings with others and modelling Our Place values in all work.</li> </ul>	

SELECTION CRITERIA	
<ul style="list-style-type: none"> <li>• Excellent people skills and the ability to work alongside others in a constructive manner with a 'can do' approach</li> <li>• Experience in developing and/or using measurement and reporting frameworks and tools</li> <li>• High level project management and administration skills</li> <li>• Strong verbal and written communication skills with ability to adapt to your audience, displaying deep listening and curiosity</li> <li>• Ability to be flexible, manage multiple priorities and self manage in a fluid environment</li> <li>• Demonstrated experience in applying culturally safe practices when working with First Nations and/or Pasifika communities</li> </ul>	
EXPERIENCE/ QUALIFICATIONS	
<ul style="list-style-type: none"> <li>• At least five years' experience working in community development, employment and / or education sectors.</li> <li>• Experience working in diverse settings, engaging with multiple service providers and a proven track record of facilitating and maintenance of partnerships.</li> <li>• Current Drivers Licence</li> </ul>	
WORKING CONDITIONS	
<b>BENEFITS</b>	<p>Our Place is a not-for-profit organisation and staff are eligible for <a href="#">salary packaging</a>. Our Place is committed to being a family friendly and flexible employer. We aim to accommodate staff's need for flexible work arrangements in accordance with Our Place policies.</p> <p>Our Place staff are supported to learn and grow in their roles with regular opportunities for professional development and training as well as access to expert advisers and evidence-based practice.</p>
<b>WORK ENVIRONMENT</b>	<p>The role will be based at the REWN office in Robinvale, with flexible working arrangements such as the ability to Work from Home by agreement.</p> <p>It is expected that there will be regular travel within the footprint of Robinvale Euston region consulting with REWN partners and key stakeholders. Travel within Victoria may also be required from time to time. Travel costs will be reimbursed as per the Our Place Travel Policy.</p>
<b>HOURS / SHIFTS</b>	Generally, 7.6 hours per day, five days a week (flexibility available)
<b>CHILD SAFETY and COVID SAFETY</b>	It is a condition of employment that staff provide a current Working with Children Check and Police Records Check prior to commencing. All employees must adhere to the Child Safe Policy and must maintain a COVID vaccination status in accordance with Victorian Government directives.