

+Position Title	Partnerships Manager
Salary	A negotiated salary equivalent to the SCHCADS Community Development Workers Award (commencing \$48.95 per hour/ \$96,725.20 annually)
Employment Type	1.0 EFT (38 hours per week)
Reports To	CEO
Further Information	02) 6056 0966

Your Employer

The North East Local Learning and Employment Network (NELLEN) is one of 31 Victorian Local Learning and Employment Networks (LLENs). The LLENs are a Victorian Government initiative which has core objectives that focus on improving education and employment participation, engagement, attainment, and transition for young people within designated geographical boundaries. NELLEN covers four Local Government Areas (LGAs); Alpine, Indigo and Towong Shires and the City of Wodonga.

LLENs achieve their objectives by bringing together education providers, industry, community, and government organisations to build sustainable partnerships that support improved transition into employment and further education for young people aged 10 to 25 years. There is particular attention placed on young people who are at risk of disengaging, or who have already disengaged, from education and training and are not in meaningful employment.

LLENs receives their operational funding from the Department of Education and Training (DET). NELLEN receives additional funding for short-term projects from a variety of sources. The Partnerships Manager role has been created utilising the two-year funding from the Federal Department of Social Services' **Strong and Resilient Communities (SARC)** Activity, titled Be4Work.

Your Opportunity

As the **Partnerships Manager**, you will report to the CEO as you manage the successful delivery of the SARC objectives to deliver facilitated workshops for unemployed young people. Be4Work is a series of facilitated workshops delivered over an eight-ten-week period during the first and second half of each calendar year. The workshops are developed in consultation with local providers. There is a group mentor component to the workshops that ensures the participants have access to ongoing community supports once the sessions are completed. The purpose of the workshops is to create a learning community with a specific group identity that enables participants to request project partners to share knowledge and skills, alongside 'real world' practice opportunities for the job seeking participants.

The workshops will be deliberately broad at the beginning, as the participants get to know each other and their individual aspirations. After this introductory phase, the sessions the coordinator will support the participants to drill down and shape the program based on the specific needs of the group. Local partners will then be called on to provide their expertise to the group.

The **Partnerships Manager** role will require you to be comfortable to create and maintain relationships with job actives, the volunteer agencies, chambers of commerce, community/ neighbourhood centres, community groups, Wodonga TAFE Skills and Job Centre, business owners and schools across NELLEN's LGAs. Other responsibilities include the ability to collaborate with the staff delivering NELLEN's other projects/ programs. Three of which include the Structured Workplace Learning (SWL) Program, the What's It REALLY Like Project, and the Youth Affairs Council of Victoria (YACVic) partnership project, *Future Proof: Young People, Disaster Recovery and (Re)building Communities'* (Future Proof).

Your Role

As the **Partnerships Manager**, you will **lead** the:

- audit of the relevant and available programs and services and identify key project stakeholders from these program and service providers across NELLEN's four Local Government Areas,
- development of relationships with the key staff in the Secondary Schools, job actives, volunteer agencies, chambers of commerce, community/ neighbourhood centres, community groups, employers, and Wodonga TAFE Skills and Job Centre,
- negotiation of formal partnerships with these key regional stakeholders,
- recruit, support, and train, or negotiate local training, the project mentors,
- recruit workshop facilitators for the delivery of the eight-ten-week workshops for the Be4Work project,
- recruit participants for the series of facilitated workshops delivered over an eight-ten-week period during the first and second half 2023, and the first half of 2024,
- facilitate the introduction of the mentors to the project participants,
- negotiate the continuation of the formal partnerships beyond June 2024,
- identification of current and emerging local community and employment needs,
- information sharing about the Be4Work project and other NELLEN initiatives,
- involvement in additional project/ program delivery, *as requested*.

As the **Partnerships Manager**, you will **support** the Chief Executive Officer to:

- provide relevant material, in a timely manner, for project reporting,
- support the evaluation of the Be4Work project
- monitor NELLEN's electronic and paper-based filing system,
- maintain NELLEN's strength-based solution-focused work practice and office culture,
- respect the confidentiality of NELLEN's staff, government, and community interests.

Assessing your suitability – *please respond to each criterion with specific examples that demonstrates your relevant skill or ability.*

As NELLEN's **Partnerships Manager**, you will have:

- A sound understanding of the VET sector and experience in VET delivery,
- Demonstrated ability to independently achieve expected results,
- Demonstrated ability to effectively manage staff,
- A positive attitude to navigating change and assisting NELLEN's teams as they undergo change,
- A strong ability in create and maintain relationships with employers and teachers,
- A high level of competence in the use of standard office systems including word processing, databases, spreadsheets, and various ICT applications.

Additional Information

- NELLEN is a non-smoking environment
- The contract term is subject to the successful completion of a six-month probation period
- As a Victorian government funded organisation that collaborates with local schools, it is a requirement for NELLEN staff to have a current Working With Children's Check (or be eligible to obtain one), undertake a National Police Check, and be fully vaccinated. NELLEN pays for the WWCC and Police Check, but evidence of your vaccination status will be required before an employment contract can be offered.
- The role involves regular travel across our region; therefore you must have a current driver's licence.
- NELLEN values its staff members and promotes leadership, creative thinking, and innovation We respect professional behaviours, embrace diversity, and encourage work-life balance
- NELLEN actively supports staff to access a range of flexible work options, provides an employee assistance program, and professional development opportunities to full-time staff

Further Enquiries

Please contact Bev Hoffmann on 02) 6056 0966 or ceo@nellen.org.au

[https://nellen.sharepoint.com/HR/Staff Recruitment/2022 Recruitment/Partnership Manager/Partnership Manager_PD_2022.docx](https://nellen.sharepoint.com/HR/Staff%20Recruitment/2022%20Recruitment/Partnership%20Manager/Partnership%20Manager_PD_2022.docx)