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**JOB TITLE** Community Services Trainee

**DATE** 24 January 2020

**REPORTS TO** Executive Officer

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### About FUTURE CONNECT

**Future Connect is:** A place to connect young people with pathways to education and employment.

**Our vision:** We see a bright future where our community works together so all young people dream, aspire, connect and achieve

#### How we will do this:

**Transparent:** we value the input of the community and will communicate openly and honestly. We believe information should be available to all stakeholders in an accessible way.

**Collaborative:** we will work with partners, students and local residents to achieve the best outcomes. Any organisations we work with must align with our values.

**Impactful:** we will work effectively to achieve outcomes for Brimbank / Melton. We will avoid duplication and collaborate with organisations that further our impact.

**Inclusive:** we work towards equality by supporting diverse young people, including Indigenous young people, those with disability, new and emerging community groups and women in traditionally male industries such as some Vocational Education and Training (VET) courses and Science Technology Engineering and Mathematics (STEM)

**Future Focus:** we believe in the young people of Brimbank and Melton and support them to develop the skills they will need further into the 21<sup>st</sup> Century.

The work of Future Connect centres around 4 strategic pillars

1. Improve community value and understanding of education and employment pathways
2. Support employment and training aspirations of young people

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3. Facilitate greater community inclusion for all young people and their parents and families
  4. Organisational Effectiveness

## JOB DESCRIPTION

**Purpose of role** The Community Services Trainee – Future Connect is responsible for supporting the work of Future Connect.

**Main duties and responsibilities** Core objectives include:

Develop a database of careers activities completed in the schools in Brimbank and Melton

Support the organisation and running of Future Connect events

Engaging young people in youth-led and co-design projects.

Complete engagement with schools regarding their commitment to Work Experience on the SWL Portal

Data compilation and entry


Contribute to social media

Understanding and commitment to working with a sensitivity to the experiences of all young people including those from diverse cultural and social backgrounds, including refugee and migrant backgrounds, and young people living with disability

Undertake written work including the development of promotional materials, program documentation, evaluations and reports as required.

Abide by the policies and procedures of Future Connect and operate within the Code of Conduct.

Work consistently with the strategic directions of Future Connect and carry out all other duties as directed.



The above list is not exhaustive and the role may change to meet the overall objectives of the organisation.

**Other duties** Fulfil other duties as required by management and other department personnel as requested/required.

## PERSON SPECIFICATION

**Qualifications** Currently undertaking training

**Experience** Willingness to gain experience in the youth and/or community sectors

**Knowledge** Knowledge of local issues for young people around education, training and employment

**Skills & competencies** Well-developed written, verbal and interpersonal communication skills including the ability to further develop these skills or an ability to utilise assistive technology to complete written tasks

**Personal attributes** Professional approach.  
Developing organisational and time management skills.  
Excellent attention to detail.  
Confident manner.

**Other** Current “Working with Children” check

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.



## ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

### SIGNED BY YOU

.....  
Employee

.....  
Date

### SIGNED BY MANAGER

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Manager

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Date