

Information Package

Project Officer, Youth Frontiers

Thank you for considering Marathon Health as your next employer. We deliver accessible, quality health and wellbeing services and programs to rural, regional and remote communities. We have a strong positive workplace culture, and were awarded *2017 NSW Business Chamber Regional Business of the Year* and *2017 NSW Business Chamber Statewide Employer of Choice*.

This Information Package is designed to tell you more about the role, identify the selection criteria we will be using to select the right candidate, and explain the application process.

If you have any questions after you have read this document, please refer them to Human Resources via email hr@marathonhealth.com.au or on 02 6333 2800.

Benefits of Employment

Our staff benefit from genuine work / life balance, up to \$15,900 tax free salary packaging per annum, and other generous employee conditions and opportunities including:

- Exposure to rural and remote service delivery;
- 5 weeks annual leave per annum;
- Extra paid leave days over Christmas / New Year shutdown;
- A professional development allowance of \$1,500 per annum (after probation);
- Access up to 5 days paid study leave per annum;
- Time and resource support for clinical supervision (if required);
- Support and learning opportunities that come from working in a multi-disciplinary team; and
- Dynamic working environment with both clinical and project work.

Position Advertisement

Project Officer, Youth Frontiers – Part Time (60 hours per fortnight) – Dubbo or Orange NSW

In this part time position you will manage the Youth Frontiers mentoring program for young people aged 12-16 that aims to build confidence, self-esteem and communication skills. This will include recruiting, training and nurturing mentees and volunteer mentors; building lasting relationships with key stakeholders; and developing, implementing, monitoring and evaluating project activities.

The successful candidate will have relevant qualifications at minimum Diploma level; experience in and passion for working in youth/community services; the ability to train and mentor; and sound project coordination abilities.

Applications close at 9am Monday 26 February 2018.



Bathurst Office:

102 Keppel St
PO Box 175
Bathurst
NSW 2795
T 02 6333 2800
F 02 6333 2899

Dubbo Office

106 Talbragar St
PO Box 1834
Dubbo
NSW 2830
T 02 6826 5200
F 02 6826 5299

Wagga Office

Suite 2, 32 Kincaid St
PO Box 138
Wagga Wagga
NSW 2650
T 02 6937 2000
F 02 6937 2099

Canberra Office

PO Box 129
Deakin West
ACT 2600
T 0437 786 760

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Guidelines for Applicants

These guidelines aim to assist you in submitting applications for advertised vacancies with Marathon Health.

Applying for a position

The following may assist you in preparing your application:

- Obtain and carefully read the Information Package for the position of interest.
- Conduct some initial research on the organisation by browsing the website and reading key resources.
- If required, seek clarification or additional information on the organisation and/or the position.
- Decide whether you possess, and can demonstrate, your skills and experience against the selection criteria.
- When addressing the selection criteria, provide examples to demonstrate and substantiate your claims. Examples should outline a situation, identify the action you took, and summarise the subsequent result. Keep your responses concise and in addition to your resume.
- Be aware of the closing date. If, for any reason you cannot submit your application by the closing date, you should ring the contact person to see if a late application will be accepted.
- If you require any special arrangements (e.g. wheelchair access, hearing or visual aids) when attending interview, please discuss these with the contact person when the interview is being arranged.

What you need to include in your application

Marathon Health uses a streamlined approach to recruitment. All applications require:

1. A Cover Letter introducing yourself and outlining your interest in the position
2. Statement addressing each of the Selection Criteria (as listed on the last page of this document)
3. Resume/Curriculum Vitae (CV) that should include:
 - a. contact details including telephone number and email address
 - b. education/qualifications
 - c. an employment history summary including (for each position):
 - i. the employer
 - ii. start and finish dates
 - iii. your position/title
 - iv. your responsibilities and achievements in the position
 - d. professional registrations and/or memberships

You do not need to submit copies of your identification or qualifications. If required, these will be checked later in the recruitment process.

References do not need to be included in your application. Referees will only be contacted if required, and your permission to contact them will be sought first.

Submitting your application

Applications should be submitted via email (by the closing date and time) to:

hr@marathonhealth.com.au

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Position Description

Position Title	Project Officer, Youth Frontiers (Western NSW)
Location	Dubbo or Orange, NSW
Reports to	Executive Manager, Health Services (Dubbo) or nominated delegate
Hours	Part Time - 60 hours per fortnight
Conditions of Employment:	<ul style="list-style-type: none"> • Western NSW Medicare Local Enterprise Agreement 2013 • Marathon Health Policies and Procedures • Police Check • Position Description • Working with Children Check (if undertaking child-related work) • Letter of Offer
Incumbent	New Position
Contract Period:	To 20 Dec 2020

Purpose of the Role

The Youth Frontiers mentoring program was launched in 2015 through NSW Department of Family and Community Services (FACS). Youth Frontiers targets young people identified as having the capacity to benefit from one-on-one youth mentoring. The program offers participants regular mentoring over a 6-month period. The key objectives of the Youth Frontiers mentoring program are to:

- engage young people through quality mentoring with a focus on building confidence, self-esteem, and communication skills
- enable young people to overcome barriers to participation in their communities by developing team work, leadership and decision-making skills
- recognise the contribution that young people make in their local communities

Save the Children is the Lead Agency for delivering the program across 3 FACS Districts and is working with its partner agency Marathon Health to deliver the program across Murrumbidgee, Far West NSW and Western NSW. The Youth Frontiers Project Officer will be responsible for managing the project across the Western area including recruiting a diverse range of young mentees and recruiting local community members to act as mentors. The Project Officer will be responsible for organising and delivering training for mentors and providing ongoing support to both mentors and the young mentees. Putting young people at the heart of the program and ensuring they have a voice in the programs delivery is essential. In addition, the Project Officer will need to work collaboratively with a large number of external stakeholders to achieve the desired program outcomes and will be responsible for data collection and reporting.

Key Relationships

This position reports to the Executive Manager, Health Services (Dubbo) or nominated delegate, and has close working relationships with the other managers across Marathon Health. Developing external relationships with a large number of external stakeholders across the Western Regional area will be a priority for this individual.

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Position Responsibilities

Responsibilities for this position include, but are not limited to:

Recruitment and Training

- Recruit and provide on-going support to 55 diverse young people (aged 12-16 years).
- Recruit, train and provide on-going support to a team of local mentors who undertake regular mentoring with young people in the program.

Stakeholder Engagement

- Establish strong relationships with a large number of key external stakeholders and to work closely with our delivery partner Save the Children Fund.
- Engage with key stakeholders to identify potential mentees and mentors for the program.

Project Coordination

- Plan the allocation of resources to contribute to the success of the Youth Frontiers Mentoring Program.
- Anticipate, identify, analyse and help facilitate resolution of risks, problems or performance issues, in conjunction with the Executive Manager Health Services (Dubbo).
- Manage the day-to-day operations of the project development and implementation.
- Work with the Executive Manager Health Services (Dubbo) to ensure program costs are well managed.
- Confirm, in collaboration with Finance, that all outstanding accounts have been processed.
- Work with the Save the Children Fund Regional Coordinator and Executive Manager Health Services (Dubbo) to ensure that program outcomes are being met.
- Complete accurate record data entry and compile both internal and donor reports.
- Provide reporting as directed to the Executive Manager Health Services (Dubbo).

Other Duties

- Demonstrate a commitment to Marathon Health's ICARE values.
- Actively communicate, and share knowledge, with other Marathon Health team members to ensure quality services.
- Respect confidentiality in line with the *Privacy Act 1988* and related policies and procedures.
- Be aware of individual responsibilities under the relevant Workplace Health and Safety legislation and report as necessary any untoward accident, incident or potentially hazardous environment.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Identify and participate in continuous quality improvement opportunities.
- Actively participate in annual performance planning and review activities.
- Maintain a working knowledge of all equipment used in the office.
- Undertake other duties commensurate with the role as required.

Our Values

Staff are expected to demonstrate our ICARE values:

- Integrity & Trust
- Collaboration & Innovation
- Achievement & Excellence
- Respect & Empowerment
- Empathy & Understanding

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Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia with no restrictions.
3. Valid Driver License. On the occasions when you use a privately owned motor vehicle for work-related purposes, Marathon Health will pay a motor vehicle allowance on a per kilometre basis, according to our Policies and Procedures.

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____ Date _____

Selection Criteria

Essential

- Relevant qualifications at minimum Diploma level (e.g., in Youth Work, Community Services, Education, Psychology, Social Work etc).
- Experience working with young people from diverse backgrounds, including the skills to mentor and motivate them to complete projects.
- Experience/ability to deliver training; holding a Certificate IV in Workplace Training and Assessment preferred.
- Ability to nurture a cohesive team; preferably with experience providing supervision and support to volunteers.
- Ability to develop, implement, monitor and evaluate project activities.

Note this role requires a driver's license (provisional or full) and a valid Working with Children Check (or ability to obtain).