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| Position Title: | Coordinator Cadet Support |
| Position Type: | Full time |
| Location: | CBD Office, Melbourne |
| Reporting Relationship: | Manager Cadetship Programme |
| Remuneration: | $70,000 plus superannuation and PBI benefits |
| Reviewed: | July, 2022 |

**The Context**

The Doxa Youth Foundation is a community-based organisation that was established in 1972. We offer a range of programmes to improve outcomes for disadvantaged children and young people across Victoria. We have a particular focus on providing camps and assisting young people to succeed in their studies and the workforce.

**Roles and Responsibilities:**

This position is part of our Cadetship Programme team. It coordinates support for university students from disadvantaged backgrounds throughout their courses to enable them to achieve academically and become more employable.

**Duties**

* Providing information, referral, advocacy and personal support for students in the programme.
* Coordinating professional development and training opportunities for cadets.
* Organising functions for cadets including social events, camps and graduations.
* Developing and maintaining relationships with schools referring into the Cadetship Programme.
* Reviewing applications to join the programme and short listing and interviewing the candidates.
* Matching cadets with sponsor organisations and monitoring and supporting placements.
* Designing and organising events for the Cadetship Programme alumni.
* Assisting with the development and implementation of a promotional strategy.
* Contribute to developing annual operational and programme business plans.
* Assisting with the documentation of the Cadetship programme logic and programme design.
* Participating in Cadetship Programme evaluation activities.
* Ensuring that necessary programme data is collected and collated.
* Participating in supervision and professional development.
* Attending relevant internal and external meetings.
* Other general duties as required.

**Selection Criteria:**

*Essential:*

* An appropriate tertiary qualification such as in education, psychology, social work or social sciences.
* Skills and experience in assessment, referral and support of young people.
* Demonstrated capacity to coordinate personal development and training opportunities for young people.
* An understanding of the role of mentoring and coaching.
* Ability to develop and maintain relationships with a broad range of stakeholders including schools and corporate sponsors.
* Good written and verbal communication skills.
* Highly developed time management, organisational and administrative skills.
* A demonstrated ability to work autonomously and within a team.
* An appreciation of the issues facing disadvantaged young people, especially those from low socio economic, Aboriginal and Torres Strait and culturally and linguistically diverse backgrounds.

*Desirable:*

* Experience working with Salesforce, Microsoft Office 365 and Teams.

*Personal Qualities*

* A sense of humour and passionate about making a difference.

*Special Requirements:*

* Must provide current proof of registration for the Victorian Working with Children Check and undergo a National Police Check prior to employment.
* Some after hours work will be required.

**Contact Person:**

For further information about the position, please contact Dave Lugton on 0459 874 428.