



MotoScouts Counsellor Job Description

MotoScouts Counsellor
Created: 23 March 2017
VERSION: 1.0 Effective From: 15.05.17

Job title:	Mentor
Reporting to:	CEO
Salary:	\$70,000.00 - \$80,000.00 (plus Superannuation)
Hours:	Full time
Location/s:	Darwin (and Regional) or Alice Springs (and Regional)

To work with the CEO to implement key objectives of the MotoScouts Project ensuring the goals of the MotoScouts project are delivered on time and on budget. This will be achieved by at all times adhering to the guiding principles outlined in the MTA (NT) Strategic and Business plans and as specifically outlined in the MotoScouts Strategic and Business plans.

The position is responsible for:

1. Maintaining existing relationships between MTA (NT) and Scouts NT
2. Maintaining existing relationships with external stakeholders
3. Pursuing, developing and implementing new relationships within the context of this project
4. Develop and implementing workplace business and training structures, policies and procedures that the participants can use during their programs
5. Build and maintain strategic relationships throughout the Industry, the community, like minded Not For Profit organisations and government agencies
6. Improving participants education and skills development which in turn support employability outcomes
7. Providing enhanced options to improve participants ability to gain and retain employment
8. Fostering partnerships with Indigenous communities
9. Working closely with the Project Coordinators

Key Objectives

1. To provide at-risk, Indigenous and disadvantaged youth ages 15 to 24 years with an engaging, skills-based program that will increase their likelihood of obtaining and sustaining employment throughout their lives
2. To fostering the physical, intellectual and social development of participants
3. To work with participants and health care professionals to identify health and learning barriers at the beginning of the program and make referrals to specialist services as needed
4. To provide ongoing counselling and mentoring support during and after the completion of the program to help secure ensure their success
5. To seek out community based partnerships that enhance the project to seek out partnerships with local automotive businesses (or other industry groups as needed) that can:
 - i) Provide work experience to enhance the training undertaken by participants and
 - ii) To provide employment pathways
6. Link the right participants with Industry demand to maximise employment opportunities
7. Develop and maintain networks within schools, youth services, correctional facilities and job network agencies

Key Deliverables

Key deliverables of project based training is to ensure that participants are supported as much as possible to prevent becoming unemployed for prolonged periods of time. This support will be a shared responsibility in conjunction with other positions at MTA (NT) such as the Project Coordinators and positions within external stakeholder organisations such as Scouts NT and Job Active Providers.

Working with our internal Counsellor, other key stakeholders will assist in providing employment pathways and or employment outcomes as it is recognised that work experience, practicing work skills and or documented work history is very valuable to an employer.

Key Responsibilities

1. To provide a complete wrap around counselling and mentoring service to participants in the MotoScouts project that:
 - I. Develops and maintain good working relationships with participants and understand their career aspirations
 - II. Develops and maintain a suite of support services for participants to ensure they stay engaged with the Industry
 - III. Maintains a regular participant contact service
 - IV. Identifies when participants may need specific support services such as but not limited to:
 - Personal Counselling
 - Cultural training
 - Money management
 - Drug & Alcohol counselling
 - V. Identify when participants may be eligible for extra support as may be provided by Job Active Providers, Community Development Program providers and or other funding bodies to address requirements such as but not limited to:
 - PPE
 - LLN support
 - Employability skills
 - Medical support
2. Actively communicates with stakeholders to ensure timely delivery of the projects KPI's
3. Actively utilises the Association's networks with employers to facilitate ongoing employment opportunities for participants
4. Work with the Project Coordinators to develop and implement individual training plans for participants

5. Project Management
 - I. Ability to read, interpret and implement contract conditions
 - II. Provide timely reporting to the CEO against any KPI's listed in relevant project contracts when required
 - III. Maintain individual participant or project records that can track the participants progress against key KPI's
 - IV. Maintain MTA (NT)'s or relevant project management systems
6. Stakeholder Relationships
 - I. Develop and maintain good working relationships with:
 - Association members & non-members
 - Appropriate Federal and NT Gov Departments and Agencies
 - RTO's & Service Providers
 - Relevant Stakeholders
 - Job Active Service providers and Community Development providers
 - II. Attend industry functions, events and conferences and provide feedback and information on project opportunities
7. Employer Relationships
 - I. Develop and maintain good working relationships with employers
 - II. Work with employers to identify opportunities to:
 - Host participants for work experience
 - Employ participants at the completion of the program where possible
 - Identify staff within employers businesses that will be suitable to act as a work place mentor for participants
 - III. Work with employers to carry out work place assessments to ensure compliance with:
 - WH&S legislation
 - IR Legislation

Office Operations and Relevant Responsibilities

1. Complete staff induction
2. Attend and contribute to staff meetings
3. Maintain MTA (NT)'s data management systems where appropriate
4. Contribute to the day to day running of the MotoScouts project as required
5. Undertake training as required
6. Actively adhere to the Association's policies and Industry best practice, including Work Health & Safety
7. Undertake other duties and responsibilities from time to time in other areas such as administration, membership issues and other general association work, in consultation with the CEO



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Relationships

With	Purpose
1. CEO	To be given direction and provided with performance management.
2. Admin Manager	To be trained and provided with ongoing support.
3. MotoScouts Project Manager	To support and work closely with the MotoScouts Project Officer to deliver the contractual KPI's
4. Staff Team	To support and contribute to colleagues.
5. Board Members	To provide timely and responsive information to the Board as may be required from time to time
6. Association Members	To provide timely service and support to members.
7. Other Stakeholders	To provide timely service to other stakeholders.

Employee Name _____

Employee Signature _____ Date _____

Manager Name _____

Manager Signature _____ Date _____

Date created/updated	Version	Notes
March 2017	1.0	Policy created