



Position Title: Campaspe VET Cluster Coordinator

Reports To: Executive Officer, Campaspe Cohuna LLEN

Accountable to: Executive Officer

Salary: \$40.47 per hour

Hours: Part-time (0.6 EFT) - potential to negotiate flexible hours.

Date: The position has current funding for 12 months. The position is expected to continue, subject to funding.

Objectives of the Position:

The Campaspe Cohuna LLEN is a not-for-profit community organisation whose mission is -
“We facilitate communication and partnerships between education providers, businesses, community organisations and individuals to assist young people to achieve their best. This enables us to provide access to opportunities for young people which broaden their experiences, expand their horizons and support their wellbeing.”

The Campaspe Cohuna LLEN covers the local government areas of Campaspe and the eastern half of Gannawarra Shires

The VET Cluster Coordinator is responsible for delivering critical management functions to support the implementation of the Department’s VET Cluster framework, which includes strategic planning and the VDSS lifecycle. Oversight for the Cluster Coordinator will sit with CCLLEN’s Executive Officer, with direction provided by the Cluster’s Governance Group.

The Campaspe VET Cluster Coordinator will manage the day-to-day activities and operations of the VET Cluster, including:

Cluster Operations

- Managing the daily operations of the Campaspe VET Cluster.
- Chairing and managing the Campaspe VET Cluster Operations Group.
- Identifying and leading the planning and development of new programs, products, and services to increase opportunities for young people in the Cluster.

- Monitoring and evaluating Cluster performance, including leading Cluster self-audits to identify the operational and strategic functions requiring improvement and designing strategies to address these.
- Supporting school-based VET Coordinators, including building capabilities through identifying and organising professional development.
- Managing appropriate software solutions to:
 - Facilitate the application and enrolment process.
 - Engage in identifying trends in enrolments and planning to address potential access and provision gaps based on this.
 - Organising Cluster activities such as orientation programs and awards nights, and ensure they meet high standards of quality and relevance.
- Plan and manage the transport logistics of student movement between the schools and providers.
- Facilitating the application, enrolment, attendance, reports systems and process between schools and providers.

Implementation of the VET Cluster Framework and VDSS Lifecycle

- Implementing the Department's VET Cluster framework.
- Aligning Cluster application and enrolment processes with the VDSS lifecycle.
- With guidance from the Cluster Governance Group and in collaboration with the Area-Based Pathways Workforce, leading the annual strategic planning process, including drafting of the strategic plan.
- Coordinating meetings of Cluster governance and operations groups, including:
 - Developing agendas and taking and distributing minutes.
 - Organising the venue and catering.

Stakeholder Engagement

- Acting as the central point of contact between stakeholders.
- Responding to communications from stakeholders and team members in a timely and professional manner.
- Developing and maintaining strong relationships with the following stakeholders:
 - Area-based pathways workforce
 - LLEN
 - All Cluster schools
 - Head Start Hub Director
 - TAFE(s)
 - Private RTOs that service the cluster
 - Victorian Skills Authority
 - Local employers and industry.

- Identifying and developing relationships with new stakeholders that will benefit the Cluster's objectives and goals.

Communications and Documentation

- Developing Cluster communications products, including promotional and information materials, and managing their dissemination.
- Developing and maintaining Cluster documentation such as Cluster operations guidelines and student handbooks.
- Providing critical information to inform reporting of contracts and partnerships.

The VET Cluster Coordinator will report directly to the CCLLEN Executive Officer.

Key Selection Criteria

Essential

- Demonstrated experience in networking and stakeholder engagement.
- Demonstrated experience in program/project delivery.
- Highly developed written and verbal communication skills.
- An understanding of the education sector, with a particular emphasis on VET and transitioning from school to work.
- Ability to attain a Working with Children Check.
- Current Victorian Drivers' License.

How to Apply

If you are looking for an opportunity to work with local stakeholders to make real change in the lives of young people, please submit:

- Resume
- Response to key selection criteria
- Cover letter outlining why you're applying for the role and what you can bring to the program and our team.

Applications may be submitted to:

Jane Reid, Executive Officer,
Campaspe Cohuna LLEN
53 Haverfield Street, Echuca VIC 3564
reid.j@ccllen.com.au

Applications Close COB Wednesday 4 September, 2024