



Campaspe Cohuna Local Learning & Employment Network (CCLLEN)

POSITION DESCRIPTION

Position Title: Project Coordinator – Programs and Partnerships

Reports To: Executive Officer

Location: Echuca Office (travel required across Campaspe and Gannawarra Shires)

Employment Type: Full Time (38 hours per week) – Fixed Term: January 2026 to 31 December 2026

Classification: State Government Agencies Administration Award 2010, Level 7A–7C
(commensurate with experience)

Purpose of the Position

The Project Coordinator contributes to the design, delivery and evaluation of programs and projects that support young people's transition from school to further education, training and employment. The role coordinates school and industry partnerships, delivers work-based learning (WBL) and exposure opportunities, and supports implementation of initiatives under the School to Work Common Funding Agreement (CFA).

In addition to School to Work responsibilities, the Project Coordinator provides strategic oversight of the Beacon program, ensuring alignment between Beacon activities, School to Work priorities and broader CCLLEN pathways objectives. The role provides direction and coordination to staff delivering Beacon initiatives, ensuring quality, consistency and strong engagement with schools and employers.

The position works collaboratively with schools, employers, training providers and community partners to strengthen local pathways, ensuring young people are supported to explore, experience and engage with the world of work.

Key Objectives

- Access: Facilitate meaningful work-based learning and industry exposure activities for students in Years 7–12.
- Quality: Support continuous improvement of student and employer experiences through effective planning, feedback and evaluation.
- Equity: Support students with additional needs or facing barriers to access equitable opportunities for work-based learning.
- Supply: Strengthen employer engagement and responsiveness to school and student demand.



- **Leadership:** Provide strategic oversight of Beacon delivery and ensure the program complements School to Work and VET Cluster initiatives.
- **Compliance/System:** Ensure reporting, communication, and stakeholder engagement meet Department of Education (DE) and CCLLEN standards.

The role also supports the VET Cluster performance area through collaboration with the VET Cluster Coordinator, contributing to shared planning, data collection and joint industry engagement activities.

Key Responsibilities

- Develop and maintain partnerships with schools, employers, and community organisations to create and support WBL and industry exposure opportunities.
- Coordinate student and teacher engagement activities including site visits, career events, and employer presentations.
- Facilitate communication between schools and employers to ensure placements are safe, appropriate, and meaningful.
- Collect and report data required under the CFA, including school demand, WBL outcomes, case studies, and event reporting.
- Promote and support the use of Departmental digital systems (e.g. WBLApp) by schools and employers.
- Collaborate with the VET Cluster Coordinator to align work-based learning activities with local VET delivery priorities.
- Create and share media content, including articles, case studies, and social media updates, that showcase student outcomes, local partnerships, and program success stories.
- Contribute to CCLLEN's communications strategy through management of social media pages (Facebook, LinkedIn) and community engagement.
- Ensure all activities comply with CCLLEN and DE policies, including Child Safe Standards, data protection, and occupational health and safety.
- Represent CCLLEN professionally at regional meetings, workshops, and events.
- Contribute to team planning, evaluation and continuous improvement processes.
- Provide strategic oversight and coordination of Beacon program delivery across participating schools.
- Support and guide the Project Officer in planning and delivering Beacon events, activities and youth engagement initiatives.
- Monitor program quality, consistency and student participation, identifying opportunities for improvement.
- Build and maintain relationships with the Beacon Foundation, schools and employers to maximise program impact.
- Lead development of case studies, impact summaries and cross-program initiatives that link Beacon to broader pathways work.



Key Relationships

Internal: Executive Officer, VET Cluster Coordinator, Project Officers, administrative staff

External: Schools, employers, community organisations, Department of Education, VicLLENs network, Echuca Moama Beacon Foundation Committee of Management,

Key Selection Criteria

1. Highly developed written and verbal communication skills, including the ability to prepare reports, articles and social media content for a range of audiences. A high level of computer literacy is also required in this role.
2. Demonstrated ability to develop and sustain partnerships with schools, industry, community organisations and government agencies.
3. Experience in working with young people or facilitating youth engagement activities in education, employment or community settings.
4. Strong project coordination and organisational skills, including managing multiple projects and meeting deadlines.
5. Ability to analyse data, monitor progress and report outcomes aligned with funding or performance frameworks.
6. Demonstrated initiative, self-direction and time management skills, with the ability to work independently and as part of a small team.
7. Relevant tertiary qualification or equivalent experience.
8. Current Working with Children Check, Driver's Licence and willingness to obtain and maintain a current National Police Check (Victoria).

Additional Information

Employment is subject to continuation of government funding.

CCLLEN policies and procedures apply to all staff.

The position requires some work outside normal office hours, with time in lieu arrangements as per policy.

A CCLLEN mobile phone and laptop will be provided for work-related use.

Employment is subject to the satisfactory completion of a National Police Check and a current Working with Children Check prior to commencement.