



Candidate Booklet

Employability Progression Coach

YOUNITY

SUPPORTING CHOICES | ENRICHING LIVES

Younity acknowledges the Traditional Owners of Gubbi Gubbi Country and recognises their rich history and continuing connection to learning, community, land, waters and culture. And we pay our respects to all Aboriginal and Torres Strait Islander Peoples and Elders past, present and emerging.

Younity is committed to embracing diversity and eliminating all forms of discrimination in providing our services and support. Younity welcomes all people irrespective of ethnicity, lifestyle choice, faith, sexual orientation and gender identity.

YOUNITY

Organisation Profile

We exist to support our communities to be healthy, happy and to thrive.

Younity has grown from our rich connections in Deception Bay to working with communities across the Moreton Bay region and beyond.

At Younity, we work alongside children, young people, individuals and families to provide the connections, support, access, skills, knowledge and opportunities they need to have a fair go at life.

Through our programs, services and support, we address the drivers of exclusion and disadvantage in our community—so that individuals can make the very best choices for themselves and their families.

Younity is a not-for-profit limited company with charity status. We are HSQF accredited, Child Safe organisation with an extensive history of delivering relevant, accessible services within our communities.

We're powered by a diverse team of experienced and talented people united in our mission to support our communities to be healthy, happy and to thrive.

We encourage, support and celebrate diverse voices and experiences in everything that we do. We also work to be visible and effective allies that create safe spaces where all people feel supported to bring their whole selves to our workplace and services.

Please refer to the Younity website www.younity.org.au for information about the teams and programs.



The Younity Way

Our programs, services and support are designed collaboratively with our communities.

And we work to make meaningful connections and add value to our communities.

We see the whole person.

We recognise that all people and communities have the capacity to be healthy, happy and to thrive. We're here to provide opportunities for people to find practical solutions and access education and support that will help them navigate their challenges and empower them to have agency in all aspects of life.

We see the whole life.

We understand that well-being barriers are systemic, multiple, complex, and often change as we move through life. Sustainable community growth requires a shared understanding of these barriers and collective responses that suit individuals and families—no matter what stage of their journey.

We work collaboratively.

We work with service partners to share knowledge, skills, resources and best practices. And deliver the kind of high-quality services, support and programs that work to create positive outcomes for our communities.

We work in multiple ways.

We deliver programs, services and support in our communities onsite and online. And we draw on a variety of approaches including—

- Strengths-based community development
- Relationship-based practices
- Positive and strengths-based psychology
- Coaching
- Mentoring
- Digital, cloud-based education and training programs
- Art- and adventure-based practices

We want the best for our communities.

We source and deliver quality, relevant, evidence-based services, programs and support that we know will have a positive impact on our communities. And we make the most of digital technology to ensure lifelong learning, personal development and community engagement are accessible and available to all people—whenever and wherever they need it.

We're always looking for new and better ways to do what we do.

We collect and use data from our community to evolve our practices and contribute to research. So that we can better understand and meet our communities' needs. Through consultation with experts, collaboration with partners, and feedback from our communities, we continue to improve how we deliver support.

Strategic Plan 2021 - 2024

Our Purpose

Supporting Choices, Enriching Lives

Our Mission

Through leadership and collaboration, we will address the drivers of exclusions and disadvantage in our communities and promote innovation, community wellbeing and inclusion

Our Future

By 2030, Younity will be a regional leader in developing and delivering partnerships, services and programs that support people and communities to achieve social and economic independence.

We will combine our deep commitment to strengths-based community development with emerging models of social sustainability and social protection to ensure our communities are equipped to respond to future opportunities and challenges.



Our Pillars of Success



COMMUNITY ENGAGEMENT

We will contribute positively and measurably to the quality of life for our communities, assuring we are aware of and responsive to both their assets and their needs.



INNOVATE & INSPIRE

We will at all times aspire to growth and opportunity, and position ourselves as a leader in research, development and knowledge transfer.



DIGITAL TRANSFORMATION

We will engage in sustainable digital innovation which will set the foundations for us into the future, increasing efficiencies, expanding reach and ultimately opening us to new markets.



PARTNERSHIP WORKING

We will grow relationships with key stakeholders, working in partnership to ensure we emerge stronger and optimally placed to respond to the collective challenges we face.



FINANCIAL SUSTAINABILITY

We will develop a viable funding model that spreads our risk and enables us to innovate and invest in capacity building for the future.

Our Organisational Culture



Younity is a not-for-profit limited company with charity status. We are HSQF accredited, Child Safe organisation with an extensive history of delivering relevant, accessible, quality services within our communities.

We're powered by a diverse team of experienced and talented people united in our mission to support our communities to be healthy, happy and to thrive.

We encourage, support and celebrate diverse voices and experiences in everything that we do. We also work to be visible and effective allies that create safe spaces where all people feel supported to bring their whole selves to our workplace and services.

We have high expectations of our people, our services and the outcomes we work with our communities to achieve. We hold each other accountable to achieving our collective mission. But we know that being professional doesn't mean we can't also enjoy the work and even have a little fun. We provide a supportive team environment with a focus on health and wellbeing, effective relationships, emotional intelligence and resilience in the face of change. An environment where all staff are empowered to have a voice in matters of mental wellbeing, physical health and safety in our organisation.

Finally, we are committed to learning and growing our team's skills through continued professional development. And we acknowledge, reward and celebrate our team's personal and professional growth.

Work with Younity

If you have an innovative mindset, embrace challenge and change, have good digital literacy and a willingness to learn, and want to work in a supportive organisation that's making a difference at the ground level—why not work with us?

We believe workplace diversity sparks innovation and creativity. Younity is a safe, accessible and inclusive workplace for people of all backgrounds. And we encourage anyone with relevant experience to apply to work with us.

We are also proud to actively promote sustainable work-life balance practices, offer extensive professional development opportunities and provide a supportive team environment. We offer generous salary packaging arrangements and four weeks of annual leave per year for our staff.

Program details

Local Pathways to Work

One of Younity's key service areas is our Employability Program - Local Pathways to Work, creating supported and meaningful pathways to work and connecting job seekers to opportunities and employers across Moreton Bay.

Every year, Local Pathways to Work supports over 200 job seekers throughout Moreton Bay to move into or closer to work.

Underpinning the LPW model is a commitment to sustainable, meaningful work as a means of helping individuals to achieve their life goals.

- **Our Local Pathways to Work program acknowledges:**
- **That some people face unique barriers to work as a result of poverty and inequality,**
- **That fairly paid work is the best way out of poverty for individuals and their families,**
- **That the opportunity to make a meaningful contribution through work is a cornerstone of human well-being,**
- **That confidence is the key enabler to a successful employment pathway.**

The Local Pathways to Work model provides tailored, intensive and holistic support to those who cannot access employment through more mainstream methods. It aims to help individuals into fulfilling employment through a tailored and flexible support system designed to address both their structural and psychological barriers to employment.



About the Role

Employability Progression Coach

This position plays a pivotal role in the Local Pathways to Work program to inspire and skill LPW participants to make progress towards achieving their ambitions and potential. You will join a dedicated and passionate team, committed to supporting people to move closer and into positive destinations, including returning to school, further education or employment, and ultimately economic independence.

The Progression Coach role is intentionally different to an employment adviser, in that the emphasis is not solely on job outcomes, but on developing resilience and a positive mindset. It requires creative, skilled delivery of tailored psycho-social and positive psychology interventions, through both personalised one-to-one coaching and group activities, supporting participants to realise and appreciate their strengths, and unlock their potential and inner motivation.

To be successful in this position you will have proven experience in engaging and working with multiply disadvantaged and hard to reach jobseekers. You must be able to inspire, and deliver in a results focused environment. You must truly aspire to help people be the best they can be – when they may be far from sharing your view!

We are looking for an exceptional coach to join our dedicated and passionate employability team, who shares Younity's mission and values, and has the passion and drive to commit yourself to a challenging and rewarding role.

This role is for someone who -

- Is motivated by a desire to help individuals achieve their career goals and reach their full potential,
- Genuinely understands the complex situations jobseekers experiencing disadvantage and isolation face in their lives,
- Loves to problem-solve and find creative solutions to help their clients navigate the workforce.



Terms & Conditions

Program Team:	Local Pathways to Work
Reporting to:	Pathways Program Manager
Employment Type:	Part & Full Time
Award Conditions:	SCHADS Level 4-5
Reports:	None
Working from:	Deception Bay
Probation Period:	6 months

Key Accountabilities

With Participants

- Build and maintain relationships with LPW participants to ensure the LPW program has impact
- Deliver group and individual personal development programs to build participants sense of confidence and worth,
- Engage participants in the relevant LPW modules, utilising a strengths-based approach to support them to identify and overcome barriers to developing positive destinations and economic independence.
- Offer appropriate advice and effective coaching on a one to one basis to build rapport using outcome data to design tailored action plans.
- Ensure that participants meet LPW objectives of continually driving their work readiness, and ultimately a sustained transition to further education, employment or vocational training,
- Provide participants engage with opportunities provided by third parties including employers and partner organisations

Program Operations

- Adhere to all relevant policies (safeguarding, health and safety, etc.) when delivering activities with participants
- Document and evidence all work and use data to provide the most effective support with participants
- Produce high quality coaching notes and reports as required,
- Deliver LPW programs to meet program KPI's
- Perform program reviews as required by LPW Team Leader
- Plan activities and participant support in line with budget
- Work in adherence to organisational policies
- Collaborate with internal support staff to ensure participant outcomes are maximised
- Actively participate in QA and continuous improvement processes

Key Skills and Abilities

Coaching

- Demonstrated understanding of psychosocial and positive psychology coaching models,
- Articulated coaching or support work practice framework related to setting goals and actions that engage people and lead to behaviour change,
- Demonstrated understanding of the complex barriers that vulnerable participants face and the services available for them,
- Ability to support participants in both a one-to-one setting and by running group work.

Planning and Operations

- Self-motivated, able to work independently and proactively,
- Very strong program planning and management skills,
- High level computer literacy,
- Comfortable working to targeted outcomes/goals for participants within the boundaries of a program,
- Experience of recording data for measuring impact, reporting, analysis and planning,
- Ability to use data to inform delivery and improve provision

Communication

- Ability to communicate with staff at all levels from a variety of different stakeholders
- High level competency in report structuring and writing,
- Approachable, open and transparent with participants, stakeholders and colleagues
- Ability to deliver messages in an interesting and stimulating style, appropriate to each audience

Teamwork

- Working in a team in a fast paced environment, working collaboratively to achieve goals
- Building lasting relationships with different stakeholders for example schools, colleges, other charities, alternative education providers and employers

Digital Tools

- MS Office; including Teams, Sharepoint, Outlook, Word & Excel
- HubSpot CRM
- Zoom
- Thinkifik LMS
- Adobe Suite
- CANVA

Personal Attributes

- Awareness of personal strengths, weaknesses and passions
- Has integrity, moral purpose, values and beliefs
- Has vision that aligns with the organisation
- Leads change through innovation and continuous reflection and improvement
- Is entrepreneurial
- Takes risks
- Ethical approach to practice
- Has presence, courage, and resilience
- Stays abreast of the latest research and evidence-based practice

Qualifications and Experience

- Relevant qualifications in training, coaching, personal development, case management
- Minimum three years experience of working with vulnerable and disadvantaged people to overcome barriers to move closer and into sustained employment,
- Experience in digital/online delivery of support programs and services
- QLD Working with Children Check
- Unrestricted Driver's Licence

Application Process

STEP ONE

Please submit your completed application, resume and document addressing the key skills and abilities (max 2 pages) through our online portal.

<https://www.younity.org.au/about/work-with-us/current-vacancies>

PLEASE NOTE: As this is an employability position, your application documents (CV & Cover Letter) will be considered as part of the short-listing process. You should also demonstrate your understanding of the key program models and documents publicly available.

Applications for this position will close Monday 26 Feb 2024 at 10am

STEP TWO

Screening and Interview Process

We will review all received selection criteria. You may be called to clarify parts of your application. Longlisted applicants will be invited to attend a first-round interview.

STEP THREE

Panel Interview

Shortlisted candidates will be invited to attend a panel interview.

Candidates may be asked to complete a practical assessment or presentation during the interview.

STEP FOUR

Due Diligence

Background checks of preference candidates will be completed pre-offer. This will include the following:

Qualification checks,

Reference checks, a minimum of two Blue Card

Drivers Licence

STEP FIVE

Finalisation

All applicants will be notified of the outcome and may request feedback on their application.

Have a Query?

Please contact Brianna Ryland, at brianna@younity.org.au m: +61 0401 696 741



Younity - Connecting Communities



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