

Mayor's Taskforce for Jobs Coordinator

Role description

Reports to: Economic Development Manager, Central Otago District Council

Contracted role: 20 hours per week through to 30 September

Purpose

As Coordinator for the Mayor's Taskforce for Jobs (MTFJ) programme, you will work directly with rangatahi who are not engaged in employment, education or training (NEETs) to support them onto a positive pathway.

Crucial to our programme's success is the relationships you will build with job seekers, employers, social services and training providers to determine a positive future pathway for our rangatahi.

Deliver

Working with rangatahi to understand their goals and aspirations and then providing them access to driver licence training, CV writing, interview preparation, work readiness, training and counselling services.

Meeting with other service providers to collaborate and provide opportunities for our community together.

Identifying any gaps in employment support where MTFJ can deliver.

Collaborate with employers to understand their business needs and matching them up with suitable rangatahi with the goal of establishing sustainable employment for our rangitahi.

Planning and delivering events that promote employment such as job expos, employer meet & greets and information evenings.

Meeting the Mayors Taskforce for Jobs reporting requirements.

Support and Coordinate

Develop and deliver the MTFJ programme to support NEETs and others facing barriers into sustainable employment.

Tell our success stories so that others can hear about our services and get support.

Ensuring the database is kept up to date with client details, managing attendance lists and RSVPs for training, reporting and administration support.

Understand the service offerings offered by other providers in the community to better support our rangatahi.

Skills, knowledge & experience

Experience: 2 to 3 years' experience working as a Community Connector/ Navigator or with Youth preferred.

Knowledge: Knowledge and understanding of similar programmes would be advantageous and/or experience delivering an employment skills programme. Knowledge of Ministry of Social Development products and services.

Coordination Skills: You are very organised and use technology to help manage your time and appointments

Teamwork: Supports and collaborates with stakeholders to achieve outcomes as per our contract requirements.

Communication: You intuitively keep people up to date. Proactively think about how you communicate with people to get the best outcome. Be clear and check that you've been understood.

Relationships – Ability to build strong working relationships and become a trusted advisor

Planning – Superb planning, organisation and time management skills.

Problem solving – Ability to clarify what the problem is, make a recommendation and take responsibility for seeing it through to the end.

Discretion - Proven ability to apply the utmost discretion in dealing with sensitive issues and managing confidential personal information

Integrity – High level of professionalism and confidentiality.

Achievement - Demonstrates a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.

Implementation - Is reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.

Resilience - Remains calm, composed, and optimistic in stressful or high-pressure situations.

Self-Insight - Is aware of own strengths and weaknesses and actively seeks out opportunities for new learning and growth.

Growth Mind Set – Has a desire to learn more and is able to learn new information and skills quickly. Is able to apply learnt information to new problems. Quick to pick up technical concepts and jargon.