



MotoScouts Project Coordinators Job Description

MotoScouts Project Coordinator
Created: 23 March 2017
VERSION: 1.0 Effective From: 15.05.17

Job title:	MotoScouts Project Coordinator
Reporting to:	CEO
Salary range:	\$70,000.00 - \$80,000.00 (plus Superannuation)
Hours:	Full time (2 Year Contract)
Location/s:	Darwin (and Regional) or Alice Springs (and Regional)

Purpose of the Position

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 Counsellors

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 oversee and manage the MotoScouts Projects by location by focusing on:
 - i) Existing stakeholder relationships
 - ii) Developing existing employer relationships
 - iii) Developing new employer relationships
 - iv) The building of Motorkhana or low speed motorsports orientated cars
 - v) Working with the nominated RTO's to map the project work to a number of accredited and non-accredited outcomes including but not limited to:
 - Cert I Automotive Vocational Preparation
 - Employability Skills
 - ◆ Resume writing
 - ◆ Interview skills
 - ◆ Time management

- Driver Education and training
 - ◆ Driver instruction
 - ◆ Motorkhana skills
 - ◆ Obtaining “L’s” or “P’s”
- Scouts Recreation Program
- Cross Cultural Training
- White Card
- First Aid
- Work Experience
- Care for Country Program
- Financial Literacy
 - ◆ Set up bank accounts
 - ◆ ATO requirements
 - ◆ Superannuation
- 4. To carry out the project work based on commercial times and realities
- 5. To seek out community based partnerships that enhance the project
- 6. 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

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 Counsellors 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. Manage the MotoScouts Automotive Based Training Project
 - I. Run and maintain the Automotive training facilities with commercial focus
 - II. Maintain operational budgets
 - III. Oversee training project implementation
 - IV. Oversee progression of training projects and ensure targets and target dates are met
 - V. Liaise with internal project stakeholders
 - VI. Liaise with external project stakeholders
 - VII. Assist in the development of data management systems to support project and fulfil reporting requirements

2. Managing Training Outcomes For the MotoScouts Project by:
 - I. Developing and maintain a project based training focus for the Motoscouts project
 - II. A real life work environment provide quality training outcomes
 - III. Delivering skill sets relevant for the end user
 - IV. Researching and build knowledge of the local Automotive and related Industries and remote communities to deliver realistic training outcomes
 - V. Working with partner RTO's to deliver accredited training
 - VI. Working with partner RTO's and other stakeholders to deliver non-accredited training
 - VII. Developing and implement project training plans where required
 - VIII. Developing and implement individual training plans where required
 - IX. Working with internal Counsellor to develop and implement individual training plans for participants

3. 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

4. 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

5. 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 a 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



MotoScouts Project Coordinators Job Description

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

Relationships

With	Purpose
1. CEO	To be given direction and provided with performance management.
2. Admin Manager	To be trained and provided with procedures
3. Staff Team	To support and contribute to colleagues.
4. Board Members	To provide timely and responsive information to the Board through the CEO as may be required from time to time
5. Association Members	To provide timely service and support to members.
6. 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

