



Gateway To Training (GTT) Employment Opportunities

Job Title:	Project Officers
Locations:	Goondiwindi, St George, Stanthorpe and Warwick
Employment Status:	Fulltime (up to 35 hours / week) – flexibility of hours between 25 and 35 hours per week will be considered <i>Please note that these positions are not based on school times and will include working outside of school terms</i>
Contract Duration:	Through to December 2021 with a 3 month probationary period Continuation of each position will be subject to a positive review and ongoing funding
Prerequisites:	Positive notice of a Queensland Blue Card through a Working with Children Check National Police Check (no disclosable court outcomes) Driver's licence Community services / youth work / training / career development qualifications desirable however experience in this sector will be considered High level language, literacy and IT skills Competent computer skills using the Microsoft suite of programs Experience working with disengaged young people and disadvantaged learners using a positive and proactive approach Commitment to adhere to GTT's values, policies and procedures
Salary:	Relevant level under the Labour Market Assistance Industry Award 2010
Application Process:	Please email a letter of application and resume (including the contact details of two current contactable referees) marked private and confidential to esme@gttc.com.au
Further Information:	Esme Cairns (Executive Officer) Phone: 07 4671 2258 / 0427 030 581 Email: esme@gttc.com.au

Email: info@gttc.com.au
www.gttc.com.au
Fax: 07 4671 5522

GOONDIWINDI

15-21 Russell Street LMB 7 Goondiwindi Qld 4390
Phone: 07 4671 2258

ST GEORGE

119 Victoria Street PO Box 238 St George Qld 4487
Phone: 07 4625 3238

WARWICK

35 Guy Street Warwick Qld 4370
Phone: 07 4661 3400

Gateway To Training (GTT) is a community based not for profit organisation delivering flexible and responsive training and employment programs. A key feature of GTT's operations is a commitment to quality and it is establishing itself as the benchmark for training and educational opportunities in rural and regional areas.

GTT has been operating since 2003 and services south west Queensland. Its head office is in Goondiwindi and operates sites in Warwick, Roma, St George and Stanthorpe.

GTT's Mission is to provide flexible, responsive lifelong learning opportunities for our communities.

GTT's Vision is to connect and create partnerships to facilitate lifelong learning options to build resilient communities that are alive with opportunities.

GTT has various contracts with government departments to facilitate and deliver a wide range of training opportunities in the community including:

Get Set for Work - an integrated training and employment program targeting at risk and disengaged 15 to 19 year olds

Sites: Goondiwindi and St George

Ready for Work – short intensive work readiness support for 15 to 24 year olds

Sites: Goondiwindi, Roma, St George, Stanthorpe and Warwick

Steady, Ready, Go!: tailored assistance to help participants of all ages gain a Certificate III in Community Services or Business Administration qualification as well as non-accredited work readiness

Sites: Goondiwindi, St George and Warwick

Transition to Work: providing 15 to 24 year olds with pre-employment support to help them set and achieve their employment and/or education goals

Sites: Goondiwindi, Roma, St George, Stanthorpe and Warwick

Regional Study Hub: providing administrative and study skills support to local external, online or distance Commonwealth assisted students undertaking tertiary studies

Site: Goondiwindi

Desirable Attributes

- Excellent people skills, especially in relation to working with disengaged young people within a client-centred practice framework
- Outstanding verbal and written communication skills including the ability to effectively interact with a range of people
- High level of cultural awareness and commitment to champion attitudes and behaviours that respect child safe practices and are inclusive, well informed and responsive to diverse needs
- Ability to work autonomously and as a member of a team ensuring that goals are achieved within identified deadlines
- Ability to effectively implement strategies for employers and jobseekers to enhance the employment prospects for participants
- Keen ability to work with a range of stakeholders including jobseekers, employers and training providers
- Ability to write reports to a professional standard
- Sound computer skills including Microsoft Word and Excel

Duties

- Work within a team and GTT's client centred practice framework to deliver quality program
- Work within the specific program schedule and liaise with appropriately qualified presenters, workplaces and service providers to ensure that the participants are given every assistance to successfully make the transition into employment and/or further learning
- Provide pastoral care to the participants and, where required, refer them to suitably qualified and appropriate professionals
- Keep accurate records to track the progress of the participants and the program
- Contribute to GTT's internal reporting processes that meet the contractual requirements of the program
- Where required, attend professional development and information sessions relating to the program
- Meet with management on a regular basis to discuss the strategic direction and operation of the program
- Respect the privacy of the participants and ensure that all actions, documentation and communications meet the requirements of the Privacy Act
- Hold in confidence all confidential or business sensitive information relating to GTT, its programs and clients