



North Central LLEN

Creating opportunities for children and young people to thrive in education, work and life

Position Description

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| Position Title: | Careers Practitioner, Careers Education Partnership |
| Position Details: | Part time/Full time (negotiable) 3-year contract position Potential for ongoing employment subject to funding The incumbent will require a current Driver's Licence, and occasional attendance at after-hours meetings/events may be required. |
| Reports to: | Team Leader, Careers and Pathways |
| Start Date, Location & Remuneration: | This position will commence in late January 2026 by agreement with the successful applicant. Home base is the Charlton Office of the North Central LLEN, with time spent at a nominated North Central school(s), with flexible work arrangements including working from home options Remuneration at SCHADS Award Level 4.1, depending on experience (\$88,000 pro-rata) plus superannuation. Generous Salary Sacrifice provisions are available to the successful applicant. |

About the North Central LLEN

The North Central LLEN is a charitable incorporated association (with DGR status) that partners with children, young people, families and a range of groups and organisations including education and training providers, business and industry, community agencies, and parent and family organisations to create opportunities for children and young people to thrive in education, work and life.



Our region



The North Central LLEN predominantly works across the Buloke and Loddon Shires, and St Arnaud in the Northern Grampians Shire.

For some of our partnerships and initiatives, our reach extends to neighbouring municipalities and communities of interest within rural and regional Victoria.

Role & Responsibilities

As part of the Careers Education Partnership (CEP) team, you will work with students across the North Central region to support their careers journey. There are eight schools within the Careers Education Partnership, with a lead career practitioner assigned to each school, and a team-based approach to support the students & schools.

Responsibilities will include:

Careers Education Partnership

- Work with students in Years 10-12 at a nominated school(s) to develop Individual Career Plans and support them with access to information and opportunities that enable them to make career choices that align with their interests and passions.
- Work with Careers and VCE staff to provide a robust Careers Education Program that meets the needs of students in Years 7-12.
- Monitor the progress of students upon completion of their studies to identify their career pathways and support them in their journey.
- Prepare reports that detail the work undertaken to support students and schools as part of the Careers Education Partnership.
- Facilitate a culture of collaboration within the CEP team, building on the strengths of the various team members to ensure we can provide the best possible support and services to young people, families and schools across the region.

School to Work program

- Work with the School to Work team to implement school-industry projects that meet the needs of students and prospective employers.
- Together with the School to Work team, support schools and students to undertake work experience and SWL placements and ensure these are loaded into the Portal.

HeadStart

In conjunction with the HeadStart Coordinator:

- promote HeadStart SBATs as an alternative pathway for students who are interested in undertaking an apprenticeship or traineeship rather than tertiary education.
- support students to find an SBAT placement and help facilitate the sign-on process
- maintain support to SBAT placements throughout the year to ensure the experience is a beneficial one

Communication & Engagement

- Develop trusting, positive and professional relationships with schools, external agencies, and students, acting in accordance with legislation and organisational standards.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with young people and their families.
- Ensure all communication materials for external audiences are approved before production and use

Other duties as directed.

Key Selection Criteria

Please address each of the following five Key Selection Criteria in a concise and innovative way providing supportive examples.

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| Qualifications and Experience | <ul style="list-style-type: none"> • Tertiary qualification in Education or equivalent • Graduate Certificate in Career Development Practice (or the willingness to complete this course) |
| Specialist skills | <ul style="list-style-type: none"> • Ability to work one-on-one with young people and empower them to make informed career choices • Knowledge of the Victorian Senior Secondary School Pathway Reforms • Knowledge, or willingness to investigate, a wide range of career & pathway opportunities • Ability to ensure the confidentiality and privacy of students and schools at all times |
| Project Management | <ul style="list-style-type: none"> • initiative and drive • effective, innovative, and strong decision-making skills • critical thinking, organisation & time management skills, • a consultative approach, and • demonstrated problem identification and problem-solving skills. |
| Communication and Marketing | <ul style="list-style-type: none"> • effective communication skills, both verbal and written, • public speaking and presentation skills, and • experience in documenting outcomes and writing reports |
| Relationships, partnerships and stakeholder management | <ul style="list-style-type: none"> • excellent interpersonal skills, • able to work individually and as part of a team • strong relationship management skills • well-developed written, oral and verbal communication skills |
| Administration Skills | <ul style="list-style-type: none"> • proficient in general computer applications such as Microsoft Office programs (Word, Excel, Publisher and PowerPoint) |

Personal Qualities

Personal qualities will be assessed via the interview and referee checks. It is recommended applicants provide a brief summary statement addressing their strengths against each of the six personal qualities outlined below as part of their application.

1. **Passion:** Committed to working towards supporting children, young people and their families.
2. **Flexibility:** Adaptable; open to new ideas; accepts changed priorities without undue discomfort; recognises the merits of different options and acts accordingly.
3. **Integrity & relationships:** Establishes and maintains relationships with people at all levels; forges useful partnerships with people across business areas, functions and organisations; builds trust through consistent actions, values and communication; minimises surprise; committed to empowering others; and ability to treat sensitive information confidentially.
4. **Initiative & accountability:** Proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.
5. **Creativity & innovation:** Generates new ideas; draws on a range of information sources to identify new ways of doing things; problem-solver; actively influences events and promotes ideas; translates creative ideas
6. **Values-Driven:** The North Central LLEN applies a social justice lens to our work as our priority is to support children, young people and their families who are experiencing rural, social or economic disadvantage.

Benefits of Working with the North Central LLEN

In addition to being part of an organisation that makes a truly positive impact on the lives of children, young people and their families - particularly those who need it most, the North Central LLEN:

- is an equal opportunity employer and welcomes applicants from a diverse range of backgrounds;
- is a for-purpose organisation and a Public Benevolent Institute so can offer salary sacrifice packaging
- is a family-friendly workplace with flexible work arrangements;
- has a positive workplace culture and supportive team environment;
- is a dynamic organisation seeking innovative ways to achieve its mission;
- has a commitment to the rural communities within the Buloke and Loddon Shires, and St Arnaud in the Northern Grampians Shire

Our work is guided by a commitment to involving young people and utilising their strengths, particularly those who face the most barriers: Aboriginal or Torres Strait Islander people, people of colour, women, people with a disability, LGBTIQA+ and migrants to Australia and young carers.

Remuneration & employment conditions

A remuneration package will be negotiated with the successful candidate in alignment with the SCHADS Award Level 4 depending on experience. Superannuation will be paid in accordance with government guidelines (currently 12%).

The North Central LLEN is a registered charity with DGR status and can offer our employees salary packaging to the value of \$15,900 per annum of pre-tax income.

Access to a vehicle (for work purposes), phone, lap-top computer and other required office supplies will be made available to the successful candidate.

This position has the flexibility to work from either the North Central LLEN office in Charlton, allocated school, a home office, or a hybrid of these.

The successful applicant will be engaged on a three-year contract (6-month probation period), which can be extended if further funding becomes available.

The successful applicant will require a current Victorian Driver's Licence and be willing to undertake police (or similar) and working with children checks.

Application Process

Initial expressions of interest can be made to Julie Slater, Business & Communications Manager.

She can be contacted by phone on 0409 983 270 or by email to ncllen@ncllen.org.au

Following this, full applications should include the following:

- A cover letter indicating your interest in the role and responding to the Selection Criteria
- A Curriculum Vitae with relevant qualifications and work history (no more than 4 pages); and
- contact details for three referees (name, relationship to applicant, phone and email).

and be received by **Friday 10 October 2025** by email to ncllen@ncllen.org.au. All applications will be treated in the strictest confidence.