

## BULOKE & LODDON SHIRE COUNCILS L2P DRIVER EDUCATION PROGRAM

### PROGRAM COORDINATOR: JOB DESCRIPTION

<b>POSITION TITLE</b>	L2P Program Coordinator
<b>ACCOUNTABLE TO</b>	Buloke & Loddon Shire Council L2P Committee
<b>POSITION DETAILS</b>	22.8 hrs per week x 48 weeks (0.6 time fraction)
<b>SALARY</b>	ES1 – 2: EFT, 1.0: \$54,732 pa to \$62880; .6, \$32,839.20 pa
<b>OFFICE LOCATION</b>	Charlton North Central LLEN, (High Street)
<b>POSITION OBJECTIVES:</b>  To coordinate an L2P Program to meet Learner Driver and Volunteer Supervisor participant goals as specified.  The program matches disadvantaged young learner drivers with trained Volunteer Supervisor Drivers to support and enable the learner to achieve the mandatory 120 hours of driving experience as required by the Victorian Graduated Licensing System.	
<b>KEY RESPONSIBILITIES:</b>  <ol style="list-style-type: none"><li>1. Maintain current documentation for the L2P Program as required by funding agreement.</li><li>2. Recruit Volunteer supervisor Drivers for the program.</li><li>3. Arrange training and refresher training for all Volunteer Supervisor Drivers as required.</li><li>4. Provide ongoing support to all Volunteer Supervisor Drivers.</li><li>5. Recruit eligible participants through local media, schools, VCAL, Flexible Learning Options, (FLO) and LLEN programs.</li><li>6. Manage the booking and administration system for the program.</li><li>7. Monitor and ensure that components of each stage are being completed as per program plan.</li><li>8. Report to L2P Committee on a needs basis.</li><li>9. Coordinate biannual team building and social get-together for participants, volunteers and committee.</li><li>10. Undertake Program Evaluation and report to the funding body, key stakeholders and committee as required.</li><li>11. Adhere to the program's policies and procedures as relevant to this position including risk management, vehicle operating policy and procedures and accident reporting procedures.</li></ol>	
<b>METHODOLOGY:</b>  Professional services for the L2P Project in Buloke and Loddon LGA to be achieved by:  <ol style="list-style-type: none"><li>1. Ensuring people follow the standard processes and procedures.</li><li>2. Ensuring that supervising drivers and learner drivers are matched appropriately.</li><li>3. Identifying, managing and resolving any program issues or complaints.</li></ol>	

4. Setting clear expectations for supervising drivers and learner drivers, and holding them accountable for meeting these expectations.
5. Providing good performance feedback and support to supervising drivers and learner drivers.
6. Team building skills to ensure the supervising drivers and learners work well together.
7. Team building skills amongst supervising drivers as a group so they feel motivated to work hard for the sake of the program and their learner drivers.
8. Maintaining liaison between key stakeholders in the program.

**KEY SELECTION CRITERIA:**

1. Ability to recruit, manage and support volunteers and a genuine interest in working to assist them to attain specific goals.
2. Demonstrated project management skills including planning, program implementation, evaluation and time management.
3. Knowledge and understanding of the range of issues facing disadvantaged young people.
4. Demonstrated problem solving skills.
5. Ability to work with and contribute to a team and steering committee.
6. Well-developed verbal and written communication skills and sound ICT skills.

Please note:

- A three month trial period and appointment review will apply
- The Buloke and Loddon Shire Councils L2P Program is an Equal Opportunity Employer
- A national Police Records Check is required
- Current Australian Drivers Licence is required