



**ST EDMUND'S
COLLEGE**
CANBERRA • EST 1954

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Defence Transition Mentor

Commencing as soon as possible, applications are invited from suitably experienced persons who are enthusiastic and motivated about supporting the young people of Australian Defence Force (ADF) families. Applicants with first-hand experience of families dealing with transition would be preferred.

Please see the Role Statement below for information regarding this role.

To be appointed to this position to work with children and young people in the ACT, the applicant will need a current Working with Vulnerable People (WwVP) card.

This position is funded until December 2020 and the suitable candidate should anticipate being offered a contract until December 2020.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. Contact Ms Rachel Lemon at rlemon@stedmunds.act.edu.au or 6239 0621 if you have further questions.

Applications close: Monday 2 March 2020, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@stedmunds.act.edu.au

POSITION DESCRIPTION

DEFENCE TRANSITION MENTOR (DTM)

- Position salary:** Five days a week (term time only) - \$50,000 salary. Part-time and full-time employment options will be considered with the salary paid pro rata based on hours.
- Contract term:** As soon as possible – December 2020
- Location:** St Edmund's College Canberra, 110 Canberra Avenue, Griffith, ACT
- Job Description:** The occupant of this position will provide information and support, and develop a range of activities and programs for the students of Australian Defence Force (ADF) families in their process of transition into a new school and community.
- Contact person:** Rachel Lemon rlemon@stedmunds.act.edu.au or 6239 0621

Selection criteria:

Your application for this position should address each of the selection criteria below:

1. Demonstrated ability to empathise and work with young people.
2. Appropriate qualifications and/or demonstrated relevant experience.
3. Demonstrated high level of communication skills both oral and written, and the ability to communicate effectively with a diverse range of people e.g. Principal, teachers and school staff, parents, students, ADF members and their families.
4. Ability to liaise with a range of individuals and community groups.
5. Demonstrated skills in advocacy and negotiations including problem solving and conflict resolution are essential.
6. Demonstrated ability to organise own work, set priorities, meet deadlines, work independently and as a team member, and maintain confidentiality.
7. Ability to plan, organise, evaluate and deliver innovative and creative programs, resources and activities relating to mobile families, students and the school community.

It is expected that the successful applicant will be able to demonstrate the following attributes:

1. Initiative and leadership qualities.
2. Ability to work independently.
3. Display an inclusive approach to working with young people.

Reporting Relationships:

The Defence Transition Mentor (DTM) will be responsible to the Principal or nominee for every day activities and meet with the Student Wellbeing team on a regular basis. The Regional Education Liaison Officer (REDLO) will also meet with the DTM on a regular basis.

Duty Statement:

1. Support and assist young people from ADF families to integrate into the school community.
2. Create a greater and ongoing awareness within the school community for the needs of young people from ADF families.
3. Work with individuals, groups, families and stakeholders to develop, implement and evaluate relevant programs.
4. Promote the participation of young people from ADF families in school and community activities.
5. Provide advocacy and negotiation support for these young people as required.
6. Provide them with information and appropriate referral to support services.
7. Develop resources and programs to support young people from ADF families.
8. Proactively contribute to the school team adhering to school policies and priorities.

Additional Factors:

All applicants for school based positions are required to disclose information regarding criminal convictions for certain offences. Applicants must have a current ACT Working with Vulnerable People registration.