



Dress For Work (DFW) Mentor

- ✓ **Casual role 7 hours p/wk to 30 June 2025**
- ✓ **Attractive not-for-profit salary packaging options**

Dress For Work™ is a unique 'in-house' social enterprise developed and operated by Metro Assist. The program aims to empower men, young people and other vulnerable job seekers to gain confidence and develop skills to become self-reliant, providing them with work attire and tools to thrive in work and life. It encompasses two components: the provision of quality work attire to men, as well as employment ready support to any vulnerable job seekers in the form of one-on-one coaching and group workshops.

Reporting to the Manager – SETS, Employment and Tenancy Advice Programs, the D4W Mentor is responsible for key priorities including, but not limited to, the following:

- Mentoring and coaching the D4W Coordinator to build capacity
- Supporting the implementation of the D4W strategic plan
- Deepening client engagement and increasing program referrals
- Expanding commercial opportunities and securing new partnerships
- Supporting high-quality service delivery, data reporting, and stakeholder management

We are particularly interested in finding an energetic individual with experience, vision, a creative flair and entrepreneurial spirit to support this innovative and growing service.

A full position description is available on our website <http://www.metroassist.org.au/get-involved/work-with-us.htm>

The salary is based on the SCHCADS Award with Above Award rates of pay and generous salary packaging options are available to increase your take home pay. The successful applicant will also have access to our confidential Employee Assistance Program offering a range of wellbeing supports.

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Essential Selection Criteria

- Previous experience in a coaching/mentoring role to build skill development
- Previous experience in strategic planning and implementation
- Demonstrated experience in expanding commercial opportunities and securing new partnerships
- Strong client engagement and network skills administrative and organisational skills, including booking appointments and maintaining client records.
- Excellent interpersonal and communication skills

Desirable Selection Criteria

- Previous experience working with people from a diverse range of cultural backgrounds who are seeking employment.

HOW TO APPLY

Applications close on 16 April 2025 and must be submitted to: recruitment@metroassist.org.au
Your application must address each of the selection criteria and include:

- A cover letter.
- Statement against selection criteria.
- A current resume including your full name, postal address and contact number.
- Two of the most recent work-related referees stating names, positions and contact details.

For enquiries regarding this position, please contact Michelle Aldred (Human Resource Manager) on (02) 9789 3744 or email: recruitment@metroassist.org.au

Please note that only shortlisted applicants will be contacted.

Metro Assist is an Equal Opportunity Employer and supports an inclusive approach in the workplace. We celebrate our diversity and welcome applications from all cultures, ages, religions, genders, LGBTQIA+ people, Aboriginal and Torres Strait Islander peoples, and people with disabilities.

All offers of employment are subject to a satisfactory National Police Check and provision of a current Working with Children Check.

The successful applicant will be required to provide evidence of appropriate legal rights to work in Australia.
