



Dress For Work Support Worker

- ✓ **Part Time role 14 hours p/wk (with additional hours available until 30 June 2025)**
 - ✓ **Attractive not-for-profit salary packaging options**
 - ✓ **Additional paid wellbeing leave**
 - ✓ **Flexible and hybrid working conditions**

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.

The Dress For Work Support Worker will provide support to the Dress For Work Project Officer in managing day-to-day operations across a wide variety of tasks, ensuring the smooth running of the service for clients, volunteers, supporters and staff.

The role will include the following duties:

- Assisting in the fitting and measuring of clients with complex needs and from a diverse range of backgrounds.
- Booking and scheduling client appointments as well as responding to telephone and e-mail enquiries from service providers.
- Inputting and recording client data using the organisations internal database.
- Organising and sorting of donated stock.
- Participating in marketing activities as required.

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 SCHADS Award with Above Award rates of pay, generous salary packaging options are available to increase your take home pay, additional paid leave days are provided to all staff, and flexible/hybrid working options are available to support work life balance. The successful applicant will also benefit from ongoing support & supervision and have access to our confidential Employee Assistance Program offering a range of wellbeing supports.

Essential Selection Criteria

- Demonstrated ability to assist clients with fitting and measuring, including those with complex needs.
- Strong administrative and organisational skills, including booking appointments and maintaining client records.
- Excellent interpersonal and communication skills, with the ability to respond to enquiries professionally and empathetically.
- Ability to manage stock and contribute to marketing and promotional activities.
- Proficiency in using databases and Microsoft Office applications.
- Demonstrated commitment to inclusive, safe, and client-focused service delivery.

Desirable Selection Criteria

- Experience with the 'not for profit' sector either as a volunteer or in a paid position.
- Previous experience working with people from a diverse range of cultural backgrounds who are seeking employment.
- Current NSW driver's licence and access to a vehicle.

HOW TO APPLY

Applications close on 15 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.
