



A.B.N 15 113 807 419

Team Liaison Officer (TLO) Position Description, Terms & Conditions

Pushing Barriers Incorporated Association is a not-for-profit association which provides youth with a refugee background, opportunities to play sport

STATEMENT OF COMMITMENT

Pushing Barriers is committed to providing services to refugee children and young people to assist them to engage in community, experience inclusiveness and be welcomed in to the Australian culture and society through sport. Our organisation is committed to promoting and protecting, at all times, the best interests of youth involved in its programs and ensuring the safety and wellbeing of all children and young people.

ORGANISATION OVERVIEW

Pushing Barriers is a not for profit association with the primary objective being to advance and improve the lives and welfare of children and young people with a refugee background by providing them with opportunities and funding to be included and welcomed into Australian culture and society through sport.

Pushing Barriers is an inclusive organisation and welcomes applications from all. We seek to create an organisation that values diversity in age, culture, life experience and ability.

GENERAL

To ensure that PB is able to provide a safe and comfortable environment for all of its PB Sports Person(s), and PB Representatives, we ask you to please read the following PB Position Description, Terms and Conditions, these can also be found on Volaby. If you understand and fully agree to abide by the conditions outlined in this document please acknowledge this in your Volaby application.

PB reserves the right, at our discretion, to modify or remove portions of our Terms & Conditions and Position Description duties at any time. Such modifications will be effective immediately and communicated to the PB volunteer driver by email. The changes will also appear on Volaby.

Please read and become familiar with the following documents on Volaby:

PB Code of Conduct

PB Youth Protection Policy and Procedure

PB Photography, Movie and Recordings, Procedures and Waiver

PB Risk Management and Insurance Policy

TLO Handbook

PB Volunteer driver PD, terms and conditions

POSITION DESCRIPTION

This is a volunteer position.

The Team Liaison Officer will build relationships between PB, sporting clubs, participants, and their families to communicate expectations, share relevant information and monitor participation.

KEY DUTIES AND RESPONSIBILITIES

In your role as a Team Liaison Officer, you will be required to:

- Establish and maintain good communication between Pushing Barriers and allocated Clubs during the season.
- Establish and maintain contact with team managers and coaches notifying them if participant is unable to train or play, troubleshoot any issues and report any significant information to PB program manager or club.
- Maintain close communication with Pushing Barriers participants ensuring they are informed and updated with training/game and transport details.
- Maintain close communication with PB program manager in order to have training/game transport arranged for participants
- Drive participants to and from training/game at least once per week.
- Monitoring of the overall well-being of the player and report any concerns and incidents to the Program Manager.
- Ensure all players have required club uniforms and suitable kit and footwear

REQUIREMENTS

- Current open or P2 provisional driver's licence
- Safe, registered and insured vehicle
- Knowledge of traffic laws and safe driving practices
- Access to a computer and mobile phone.
- Excellent communication and interpersonal skills
- Current Blue Card
- Ability to maintain confidentiality.

Desirable:

- Previous experience working with young aged 12 – 18 years.
- Previous experience in working in multicultural organisations or environments.
- Knowledge of additional languages including Arabic, Farsi, Swahili

TERMS AND CONDITIONS

Prior to being approved to be a TLO *you must provide PB with:* -

- Acceptance of the PB Volunteer Driver Position Description, Terms and Conditions. This is completed in Volaby during the application process
- Written acceptance of the PB Volunteer TLO position description, terms and conditions via email
- Proof of identity. This is completed in the Volaby application process by providing licence details, this will also be sighted during the interview process.
- Proof of possession of a current Queensland Government Blue Card. This is completed in the Volaby application process by providing Blue Card details, this will also be sighted during the interview process *For information in relation to applying for a Blue Card refer to www.bluecard.qld.gov.au*
- One (1) character referee. Name and phone number and/or email address is required.
- Proof of possession of current Motor Vehicle registration for each Nominated Vehicles that is to be used to provide PB Volunteer Driver services. NB only Nominated Vehicles can be used to transport PB Representatives

Prior to you being approved to provide PB volunteer TLO services *PB will:*

- Review your application
- Facilitate a face-to-face/online interview with you
- Perform reference check
- Provide relevant induction training
- Link Blue Card to PB through the Blue Card Services register and ensure the Blue Card is current and approved
- Provide a written position description via email outlining the role and tasks that the PB Volunteer Driver is required to perform

Should any of the above checks be unacceptable to PB then PB may at its discretion reject your application to be a PB Volunteer Driver.

PB expects its PB TLO to: -

- Participate in all relevant PB induction and relevant PB policy and procedure training sessions
- Be familiar with and adhere to all PB policies and procedures
- Only perform duties as outlined in the PB volunteer driver/TLO position description and terms and conditions
- Be open and honest with PB at all times
- Maintain confidentiality and privacy of PB information
- Respect the privacy and sensitivities of all PB representative(s)
- Report any concerns or incidents to PB program manager
- Operate under the direction of PB Program Manager and agree to follow the directions of any PB sports activity organiser or official (whether from PB or not) and acknowledge that any misconduct or refusal by you to follow directions may result in the cancellation of your association with PB.
- Support PB's aims and objectives as set out in "Aims and Objectives"
- Let PB program manager know if PB can improve its services or the support provided to the PB Volunteer Drivers

PB Volunteer TLO will be expected to comply with the following general procedures and guidelines and agree to: -

- Comply with the law at all times
- Be open and honest with PB at all times
- Behave appropriately and courteously to the PB sports person(s), all other PB representatives and the public during the course of being a PB volunteer TLO
- Provide PB proof of possession of a current Australian driver's license
- Provide PB proof of possession of a current Motor Vehicle Insurance(s). (Minimum third-party insurance for each nominated vehicle that is to be used to transport PB representatives)
- Respect cultural diversity
- Report any breach of the Youth Protection - Policies and Procedures to PB Management

Confidentiality

PB will respect the privacy and maintain confidential information pertaining to the PB Volunteer TLO. The PB Volunteer TLO will maintain and respect the privacy and confidentiality of all PB information and PB representatives.

Definitions

In this agreement unless the contrary intention appears, the singular includes the plural and vice versa

“Pushing Barriers Inc.”	Will be referred to as PB
“Registered address”	1 Westlink Court, Darra
“Adult”	Person over eighteen (18) years of age
“Another person”	Can be a family member, caregiver, guardian or any PB Representative
“PB authorised person”	PB Manager who will liaise with “InterCheck”
“Volaby”	Volaby volunteering program
“Nominated vehicle(s)”	The vehicle(s) used by the PB Volunteer Driver which are registered with PB as the vehicle(s) to be used to transport PB Representatives
“PB event”	An event organised by PB i.e. a fundraising evening
“PB manager”	The President of PB Inc.
“PB representative(s)”	PB Volunteers, PB paid staff, PB Administrators, PB Supervisors, PB Manager, PB Team Liaison Officer, PB Sports Person(s) and family members, and other persons who represent PB
“PB supervisor”	A PB Representative to whom the PB Volunteer Driver is assigned. The PB Supervisor will answer questions and provide feedback
“PB volunteer”	An adult PB Volunteer Driver or PB Volunteer Administrator over the age of eighteen (18) years of age who provides services to PB without being paid
“PB sports activity”	PB training or PB fixture event
“PB sports person(s)”	A youth with a refugee background, under the age of eighteen (18) years of age who participates in club sport and has registered as part of the PB organisation
“PB website”	Refers to the PB Website www.pushingbarriers.org
“you”	Refers to the PB Volunteer Driver
“youth, young person or child”	Young person under eighteen (18) years of age