

Policy Internship

Minimum commitment for three months, one to two days a week, subject to negotiation. The post is unpaid with a per diem of \$20 to cover travel and lunch expenses.

The post operates twice a year:

- February –April inclusive
- August –October inclusive

Applications are taken in January and July each year and must be submitted by the 15th of these months in order for consideration. Shortlisted applicants will be invited for an informal interview shortly after the closing date.

The Manager of Policy and Projects is looking for a dedicated and enthusiastic person who can assist YACVic in their research and written submissions to State Government. Candidates should have a keen interest in the work of YACVic and should be able to commit to between one and two days a week for three months. This position will give the post holder an opportunity for an active and practical insight into the development of policy work by the peak body in youth affairs in order to make sure that young people get a fair deal.

Job description

Interns work across a broad range of areas depending on the focus of YACVic's policy work in the period concerned. Typical tasks include:

- Monitoring daily newspapers for articles of interest to YACVic
- Research for current and future policy submissions using internal sources, internet, library etc
- Assist in various ways in the production of YACVic policy materials, such as basic editing of documents, assisting in referencing etc.
- Liaising with YACVic Communications Officer to ensure current policy issues and submissions and news are featured on the YACVic website
- Assist the Manager of Policy and Projects in organising, convening and writing up focus groups and forums in relation to current policy interests

Person specification

- Have either: a sound academic background to degree level in a related subject such as: policy and planning, politics, governance, law, campaigns, **or**, the equivalent in work experience
- Have a keen interest in the work of YACVic and a commitment to young people's participation in governance
- Proficiency in word processing, email and the internet

- Be motivated, flexible, filled with enthusiasm and able to work independently
- Be available to work up to 15 hours a week for three months
- YACVic encourages young people to apply for this internship

We offer the following

- An opportunity to build your knowledge and experience of community sector social policy process
- The opportunity to work at the heart of YACVic's policy work
- A per diem (\$20) to cover travel and lunch expenses
- A reference after you leave
- Structured support and supervision to make the most of your internship
- A friendly, relaxed atmosphere and all the tea and coffee you can drink!

To apply

If you are interested in this post, please send the following information to Jen Rose quoting 'policy internship' by email to jen.rose@yacvic.org.au

- Copy of your CV (2 pages max)
- Covering letter explaining how you meet the person specification (2 pages max)
- Which internship time slot and year you are applying for
- Which days of the week you can work

About YACVic

The Youth Affairs Council of Victoria Inc. (YACVic) is the peak body and leading policy advocate on young people's issues in Victoria, Australia. We are an independent, non-government organisation. Our vision is for a Victorian community that values and provides opportunity, participation, justice and equity for all young people.

For further information about the intern position please contact: Jen Rose at YACVic on: 92673722