



## Youth Affairs Council Victoria

Title:	Rainbow Projects and Communications Assistant
Reporting to:	Media and Communications Manager
Hours:	0.6 EFT over 3 days per week
Remuneration:	\$52,877.76 p.a. pro-rated, classified under the SCHADS Award at Employment Level 2.1 (YACVic pays above award rates, with generous T&C.)
Status:	This is a fixed term 12 month contract, with potential for renewal dependent on performance and funding.
Location:	Melbourne CBD

Are you an organised, go-getting communicator who is passionate about both Lesbian, Gay, Bisexual, Transgender, Intersex and Queer (LGBTIQ+) young people's rights, and good communication? We're looking for new team member to work on our Rainbow Projects, and to help us plan and create quality communications content that empowers young Victorians and the sector that supports them.

### About us

Youth Affairs Council Victoria (YACVic) is the peak body and leading policy advocate on young people's issues in Victoria. Our vision is that young Victorians have their rights upheld and are valued as active participants in their communities. As an independent, not-for-profit, member-driven organisation, we represent young people (aged 12-25 years) and youth sector professionals in Victoria.

### About the role

The Rainbow Project and Communications Assistant is a split role, half of which is dedicated to co-ordinating the next round of the Healthy Equal Youth (HEY) Grants and HEY Day, and the other half supporting the YACVic communications team.

1. The HEY Project was established in 2010 to improve the mental health outcomes of (LGBTIQ+) young Victorians. The HEY Partners, a network of organisations, are funded to deliver services, activities, training and professional development for this target group. HEY Partners, the HEY annual grants and HEY Day are coordinated by YACVic.
2. In supporting the YACVic communications team, you will use and develop your communications skills across a number of platforms, including web, newsletters and social media to inform and influence young people, the youth sector, our members and government about YACVic's activities and advocacy.

You will work in a fast-paced environment and work across a number of diverse tasks at the same time.

### Key responsibilities for HEY Project

- Co-ordinate a community of practice through the HEY Partners, and assist with quarterly meetings
- Organise regular events for the HEY Project
- Administer the annual HEY Grants
- Co-ordinate HEY Project-related communications

### **Key responsibilities for Communications**

- Produce regular newsletters and member communications
- Assist in day-to-day social media planning and publishing
- Co-ordinate the publishing of content for the YACVic blog
- Maintain content on the YACVic website
- Support the activities of YACVic's partner agencies

You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

### **Key Selection Criteria**

1. Experience in engaging with a variety of stakeholders to produce successful outcomes.
2. Understanding of the issues important to LGBTIQ+ young people and those working to support them.
3. Experience in developing and delivering impactful communications, including using MailChimp, CampaignMonitor, or equivalent to send targeted communications.
4. Ability to organise groups and coordinate meetings.
5. Ability to work independently and as part of a team, while prioritising work.
6. Tertiary level qualifications (or close to graduation) in communications, marketing, project management or related discipline.
7. Demonstrated understanding of appropriate behaviours when engaging with children and young people from diverse backgrounds – particularly in an online context – and commitment to the Code of Ethical Practice for the Victorian Youth Sector.

### **Desirable**

- Experience in administering grants and grant applications
- Skills in Adobe InDesign and Photoshop
- Experience with or a strong commitment to working in the LGBTIQ+ youth/community sector

### **Benefits of working at YACVic**

- Generous terms and benefits
- Flexible, disability friendly, family friendly, rainbow friendly
- Fun work culture, with a social purpose, in a new Melbourne CBD office
- Diversity, working with a dynamic group of youth organisations that includes YACVic Rural, the Health Equal Youth (HEY) Partners, Youth Disability Advocacy Service, Koorie Youth Council and the Victorian Student Representative Council
- High degree of collegial support & sector-leading professional development

YACVic is an Equal Opportunity Employer. People with disabilities, people from culturally and/or linguistically diverse backgrounds people who identify as LGBTIQ+ and Aboriginal people are encouraged to apply for this position.

### **Employment conditions**

YACVic promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal or those from refugee or migrant backgrounds. We take child protection very seriously. All employees are subject to screening and assessment against child safety standards, including rigorous background, identity and reference checks. The successful applicant will require a current Working with Children Check and Police Check (costs reimbursed) and must agree to adhere to our child safe policy and code of conduct.

### **Application Process**

Applications should be emailed to [recruitment@yacvic.org.au](mailto:recruitment@yacvic.org.au) with **Rainbow Project and Communications Assistant** in the subject line and must include:

- A brief cover letter
- Your resume
- Your answers to the Key Selection Criteria
- Contact details for a minimum of two referees, including your most recent line manager (we will not contact referees without your permission).

Applications close on **26 August 2019 at 9am**.

Interviews are likely to be held from 27 August 2019.

If you have any questions about the role, please contact Media and Communications Manager, Thomas Feng on [tfeng@yacvic.org.au](mailto:tfeng@yacvic.org.au) or 03 9267 3701