

|  |  |
| --- | --- |
| **Title:** | Rural Youth Projects Coordinator |
| **Reporting to:** | YACVic Rural Manager |
| **Hours:** | 0.8-1.0 EFT (negotiable) |
| **Remuneration:** | $80,304.00 p.a. pro-rated, classified under the SCHADS Award at Employment Level 5.1. YACVic pays above award rates, with generous terms and conditions. |
| **Status:** | This is a fixed term 12-month contract. |
| **Location:** | The role is based in rural and regional Victoria, working from home, with regular travel required to bushfire-affected communities. |

**About the Youth Affairs Council Victoria (YACVic)**

Youth Affairs Council Victoria (YACVic) is the peak body and leading policy advocate on young people’s issues in Victoria. YACVic’s vision is that the rights of young people in Victoria are respected, and they are active, visible and valued in their communities. YACVic is an independent, for-purpose, member-driven organisation that represents young people (aged 12–25 years) and the sector that works with them.

YACVic provides additional targeted advocacy and services through our key services, YACVic Rural and the Youth Disability Advocacy Service, and our auspiced partner, the Koorie Youth Council.

**About YACVic Rural**  
Funded by the Victorian Government since 2015, YACVic Rural increases YACVic’s presence across the Great South Coast and Southern Mallee regions, and expands our state-wide advocacy and support for young people and the youth sector in rural communities. More recently our work in Eastern Victoria has been focus on the recovery and rebuilding work that young people can offer their local communities post the 2020 bushfires.

The YACVic Rural team brings together our rural work, our Marram Nganyin Aboriginal Youth Mentoring Project and the Healthy Equal Youth (HEY) partnerships and annual grants. YACVic Rural operates using a ‘hub and spoke’ model connecting our state-wide work with the rural sector across diverse parts of Victoria.

YACVic Rural recognises that young people and sector professionals in rural and regional areas have different opportunities and challenges from their metropolitan counterparts. YACVic Rural has developed successful partnerships and innovative programs across rural and regional Victoria, working closely and collaboratively with young people and the sector to establish trust and engagement, as is evidenced by our ongoing evaluation approach.

**About the Role**

The Rural Youth Projects Coordinator will have responsibility for coordinating four new, distinct but overlapping projects of various sizes, focused on young people in rural and regional areas, and related to bushfire recovery and mental health.

All four projects include development and delivery of resources, consultations and training workshops in local communities across Victoria to:

* Empower and upskill young people, as well as amplify their voices and ideas.
* Build the capacity of community leaders to engage effectively and safely with young people.

The Rural Youth Projects Coordinator will coordinate and contribute to the projects, working closely with the Rural, Policy, Youth Participation and Communications teams. They will also build and maintain relationships with project stakeholders; and design and coordinate evaluation.

**Key Responsibilities**

Related to the four projects:

1. Coordinate and contribute to the planning, implementation and evaluation of the four projects, working with YACVic staff, volunteers and members, and maximising participation opportunities for young people.
2. Convene and support Project Working Groups for each project, involving YACVic staff and a diverse range of external stakeholders, including rural young people with relevant lived experience.
3. Contribute to development of innovative and inclusive content, resources and evaluations for the projects, in collaboration with staff, facilitators, young people and local rural communities.
4. Coordinate and work with young facilitators and volunteers in various roles related to the projects.

As a member of the YACVic Rural Team:

1. Coordinate and promote a cohesive calendar of training and events relevant to young people and youth workers in rural and regional areas, including those related to the four new projects.
2. Develop and support strengths-based relationships with a wide range of external stakeholders, and as required represent YACVic Rural at meetings and in community networks.
3. Work with the broader YACVic team to proactively ensure that rural and regional experiences and perspectives, including case studies and evaluation models, are incorporated in YACVic’s work.
4. Participate actively as a member of the YACVic Rural team, contributing to other projects and work as capacity allows.
5. Attend and actively take part in regular staff meetings and activities.
6. Carry out any other duties senior managers may assign to you, having regard to your skills, training, and experience.

**Reporting**

This role reports to the YACVic Rural Manager. This role has no direct reports but will be required to work collaboratively with staff, volunteers and community members.

**Key Selection Criteria**

1. A minimum of 5 years’ experience in successfully and independently planning, managing and evaluating complex projects.
2. Strong understanding of issues affecting regional and rural communities, with a particular understanding of how these issues affect young people.
3. Experience in youth work and youth participation, including design and delivery of community based collaborative events and consultations.
4. Skills in information gathering, analysis and report writing.
5. A commitment to working with young people from diverse backgrounds, and an ability to design and facilitate accessible and inclusive events and meetings.
6. High level administrative skills, including excellent written and oral communication and an ability to chair community meetings and working groups.
7. Understanding of the Code of Ethical Practice for the Victorian Youth Sector and the appropriate behaviours when engaging with children and young people of diverse needs and backgrounds.

YACVic is an Equal Opportunity Employer. People with a disability, people from culturally and/or linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander 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.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

**Application Process**

Applications should be submitted to **Steph Brenkovich**, HR & Office Manager, via the form below, and must include:

* A brief cover letter
* Your resume
* **Your answers to the key selection criteria (please see position description for KSC)**
* Contact details for a minimum of two referees, including your most recent line manager (we will not contact referees without your permission).

**Applications that follow the above process will be accepted and considered for interview.** Please let us know if you require support to complete an application or would like to submit an application in a different format.

**Applications close on 17 August 2020 at 9 am**.