

Title:	Working for Victoria (WfV) Project Manager
Reporting to:	CEO
Hours:	1.0 FTE, 38.0 hours a week (5 days a week)
Remuneration:	\$80,304 p.a., classified under the SCHADS Award at Employment Level 5.1. (YACVic pays above award rates, with generous T&C.)
Status:	This is a fixed term, 12-month contract.
Location:	Based in Melbourne CBD, with working from home arrangements during COVID-19.

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.

Working for Victoria Fund

The Working for Victoria (WfV) Fund is part of the Victorian Government's \$1.7 billion Economic Survival Package to address the impact of the COVID-19 crisis. The Fund supports the creation of new short-term roles, and has partnered with Sidekicker to support job seekers to find work. Under this initiative, a coalition of eight youth-focused organisations, led by YACVic, has received funding to employ a variety of roles to strengthen youth outreach and the youth sector in Victoria in light of the COVID-19 crisis. This is one of those roles.

About the role

The WfV Project Manager will be responsible for coordinating and overseeing the WfV Youth Services Coalition Partnership and Project, which comprises eight Coalition Partners and recruitment of 98 new roles. The WfV Project Manager will coordinate engagement with and between Coalition Partners, and ensure all WfV roles are recruited and implemented with rigour and efficiency. They will also manage the interface and compliance with the WfV Fund, monitor the progress of each role, and manage a project evaluation.

Major Duties

1. Convene, coordinate and support the Coalition Partnership, engaging jointly and one:one with Coalition Partner representatives.

2. Liaise with the Working with Victoria Fund and Coalition Partners to establish agreements, ensure compliance with all Fund requirements, and coordinate recruitment, financial transactions, consolidated project reporting, and media.
3. Coordinate YACVic's participation as a Coalition Partner, in collaboration with the CEO and relevant YACVic Managers.
4. Support and monitor implementation by each Coalition Partner, to ensure strategic cohesion and accountability of delivery.
5. Design and conduct a project evaluation, taking into account each individual organisation's delivery, and the overarching Coalition.
6. Develop and support strength-based partnerships with a wide range of stakeholders, and lead / take part in meetings and community groups as appropriate.
7. Attend and actively take part in regular staff meetings and activities.
8. Carry out any other duties the CEO may assign to you, having regard to your skills, training, and experience.

Reporting

This role reports to the CEO. This role has one direct report, the WfV Project Administration Officer.

YACVic is an Equal Opportunity Employer. People with 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 and Torres Strait Islander 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.

If you have any questions about the role, please contact Steph Brenkovich at recruitment@yacvic.org.au.