

Title:	Working for Victoria (WfV) Admin Officer
Reporting to:	WfV Project Manager
Hours:	1.0 FTE, 38.0 hours a week (5 days a week)
Remuneration:	\$61,295 p.a. pro-rated, classified under the SCHADS Award at Employment Level 3.1 (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 Admin Officer will be responsible for supporting the WfV Project Manager in all aspects of the WfV Youth Services Coalition Partnership, which comprises eight Coalition Partners, and administration of YACVic's component of the WfV Project. The WfV Admin Officer will assist with coordination and administration of the Project, including facilitation of effective communication, documentation and reporting. Dependent on workload, they will also assist with general administration duties across YACVic.

Major Duties

1. Assist the WfV Project Manager to manage the WfV Project and facilitate Coalition Partner cooperation, providing comprehensive communications and administration support.

2. Manage diaries and coordinate WfV meetings, take minutes, and follow up on actions, documentation and reporting.
3. Coordinate WfV Project reporting to the Victorian Government, including drafting reports for YACVic's component of the Project, and consolidating reports from all Coalition Partners.
4. Liaise with Coalition Partners, and support the WfV Project Manager to respond to queries and concerns.
5. Create and monitor WfV financial transactions (receipts and expenditures) and reporting.
6. Coordinate consultations and information sessions related to COVID-19 and the WfV Coalition.
7. Purchase and distribute necessary tools for WfV staff, and other items relating to YACVic's COVID-19 return to work procedures.
8. Assist with YACVic's general administrative duties including data entry and reception duties (phone calls, fielding general emails).
9. Attend and actively take part in regular staff meetings and activities.
10. Carry out any other duties the WfV Project Manager or CEO may assign to you, having regard to your skills, training, and experience.

Reporting

This role reports to the WfV Project Manager. This role has no direct reports.

Employment conditions

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.

YACVic promotes the safety, wellbeing and inclusion of all children and young people, and takes 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.