

## YOUTH AFFAIRS COUNCIL OF VICTORIA

The Youth Affairs Council of Victoria Inc. (YACVic) is the peak body and leading policy advocate on young people's issues in Victoria. YACVic's vision is for a Victorian Community that values and provides opportunity, participation, justice and equity for all young people.

The main function of YACVic is to make representations to government and serve as an advocate for the interests of young people, workers with young people and organisations that provide direct services to young people. YACVic's resources are primarily directed towards policy analysis and development through consultation with its constituency. YACVic also resources the information needs of its members through regular updates and by facilitating networking within and beyond the Victorian youth sector.

YACVic is governed by a volunteer Board and managed by a paid secretariat. The Council's core funding comes from the Victorian Government's Office for Youth.

The Participation and Development Officer (PDO) is a unique role in the organisation. The PDO ensures the Council's commitment to youth participation, membership involvement and sector support is enacted throughout the organisation.

### JOB DESCRIPTION

<b>POSITION</b>	Participation and Development Officer (22.8 - 30.4 hours per week, negotiable)
<b>REMUNERATION</b>	The position is based on the Social and Community Services Award. YACVic pays above award rates (\$23.65 - \$27.06).
<b>STATUS</b>	Permanent, ongoing role, subject to funding.
<b>LOCATION</b>	Melbourne CBD

### MAJOR DUTIES

1. Support and resource the Youth Reference Group (YRG) as required including:
  - Attending monthly Reference Group meetings (on a Saturday)
  - Supporting YRG Office Bearers as needed
  - Following up on issues and actions between meetings
2. Supervise the VicSRC project officer and provide support to the VicSRC project as needed
3. Convene and participate in the Youth Participation Practice Network and, as part of that role, assist with the coordination of events and forums
4. Promote YACVic activities and membership through giving talks, setting up and staffing information stands and distributing YACVic information to young people, students, organisations, and other community groups as appropriate
5. Assist in the planning, co-ordination and delivery of YACVic's state conference
6. Be the first point of contact for volunteers and students on placement, as needed

7. Where needed respond to email and phone inquiries regarding the information needs of YACVic members and the youth sector more broadly
8. Coordinate sector forums on issues YACVic is working on
9. Work within the youth sector to strengthen relationships and networks to feed in to YACVic's policy development work
10. Conduct rural and regional training and talks about YACVic to members and youth services as required
11. Develop and facilitate training for organisations and community groups on youth participation in practice in collaboration with other YACVic staff
12. Attend regular staff meetings and participate as a member of the staff team
13. Carry out any other duties as required by the CEO

### **KEY SELECTION CRITERIA**

1. Experience in or commitment to working in the youth/community sector
2. Experience in working with young people
3. Experience in working with and co-ordinating volunteers
4. Event management experience
5. Highly developed interpersonal skills and supervision experience
6. An ability to balance multiple tasks efficiently within a team environment
7. Confidence in public speaking

### **SUPERVISION, REPORTING & ACCOUNTABILITY**

The Participation and Development Officer reports and is accountable to the CEO. Supervision will take the form of monthly meetings with the CEO. External supervision will be arranged as needed.

### **EMPLOYMENT CONDITIONS**

YACVic is an Equal Opportunity Employer. Young people are encouraged to apply for this position.

The position is available to be worked between the hours of 8:00am and 6:00pm, Monday to Friday as negotiated with the CEO. Some weekend work and out of town travel is required for this position.

The initial 3 months are offered on a probationary basis with review at the end of that time. The position is subject to a performance appraisal process.

Applications for this position close on **Thursday August 5 at 5.00pm, 2010**. Short listing and interviews for this role will take place in the week beginning August 9<sup>th</sup>.

Applications must address the all of the key selection criteria listed.