**Position Description**

**Project Manager, Youth Friendly Employer Project**

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| **Position Title:** | Project Manager |
| **Employment Type:** | Part-Time, Fixed Term |
| **Time Fraction:** | 0.4 EFT (4 days per fortnight) or as agreed |
| **Hours:** | 30.4 hours per fortnight or as agreed |
| **Position Reporting to:** | CEO |
| **Salary package:** | $85,000 pro-rata at 0.4EFT for 8 months |
| **Contractual Period:** | April 2019 to November 2019 (8 month fixed term) |

**Youth Friendly Employer project**

The Youth Friendly Employer project (YFEP) goal is to change the current practice of how employers attract, engage and retain young employees, with the ultimate outcome being an increased engagement of young people in the workforce.

The YFEP uses co-design with young people and evaluation from employers to improve the tools developed to undertake an assessment of how “youth friendly” an employer currently is. An employer will then utilise the recognition provided on being deemed a youth friendly employer to promote this status while internally improving their practice to engage young people into their workplace.

**Role description**

The role of the Project Manager of the Youth Friendly Employer Project is to work with key stakeholders to develop and implement the second phase of this project. The project undertook an initial ‘proof of concept’ phase which aimed to establish a process for assessing and recoginising youth friendly businesses established through co-design process.

The second phase of the project will focus on implementation, testing and evaluation of the YFE project and develop the relationships for the third scaling up phase of the YFE project.  Key stakeholders in the project include business, local government, young people and MMVLLEN staff to develop a professional toolkit for employers to trial and ultimately imbed in their practice to attract, recruit, develop and retain young employees.

The project will include developing a methodology for evaluation and also producing reports to the funding body.

**Outputs**

* Youth Friendly Employer program toolkit
* All VicHealth reporting successfully completed
* Evaluation of YFE project including toolkit and processes
* Report for new employers to use to implement YFE

**Outcomes**

* Stakeholder relationships are successfully managed and cultivated for further

involvement in YFE project

* Successfully reported on and completed implementation project (phase 2)
* Satisfaction from trial employers
* Up to 5 employers engaged in trialing YFE project for phase 3

**Key duties**

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| * Project manage the implementation of phase 2 of YFE project including managing all   associated risks of the project   * Stakeholder management to deliver YFE project with two organisations, young   people and funding partner. |
| * Undertake a consultation with young people to develop a new self-assessment for   young employees   * Research, collate and finalise the support information for the employer assessment   tools and employee self-assessment tool   * Develop an action plan and evaluation template * Research and implement an evaluation methodology for YFE project |
| * Support stakeholders to implement strategies developed in an action plan based on   results from the self-assessments   * Assess the progress of the strategies after 3 month implementation trial and refine   as required   * Develop an evaluation methodology to assess the YFE project in partnership with   stakeholders   * Update and refine YFE toolkit based on evaluation * Identify and consult with 5 organisations that could undertake the YFE project in a   phase 3 in 2020   * Produce all required milestone reporting requirements * Develop a comprehensive implementation document to inform phase 3 partners as   required by funding body |

**Flexibility**

* A key requirement of this role will be able to be flexible to meet stakeholder

needs and therefore working on different days would be a distinct advantage,

though not essential

**Travel**

* The option of travel to be reimbursed as per MMVLLEN policy or through

personal tax deduction

* No car is provided with this role

**Equipment**

* Laptop
* Mobile phone
* Desk
* Photocopier/printer

**Selection Criteria**

Essential

1. Demonstrated knowledge and experience of the issues facing young people in relation to employment.
2. Demonstrated skills in building relationships with key stakeholders including young people, business and local government to facilitate effective consultation, negotiation and shared development of ideas.
3. Analytical, investigative and conceptual skills with a proven ability to apply them to the development of new and innovative projects.
4. Demonstrated ability to meet project timelines and reporting deadlines
5. High level research, written and verbal communication skills used in the preparation and presentation of submissions and reports.
6. Demonstrated experience in strategic thinking; complex problem solving; and achieving innovative solutions.
7. Ability to work collaboratively and constructively within a team
8. Current driver’s licence.

Desirable

1. Relevant tertiary qualifications and experience
2. Flexibility to work more hours at peak periods and less hours in non-peak periods

**Applications**

To apply for the YFEP project manager role please provide your resume, a brief cover letter and an application addressing the key selection criteria by **Friday midday (12pm) on 22 March.**

Please address all applications to Boyd Maplestone, CEO of MMVLLEN at: [boydmaplestone@mmvllen.org.au](mailto:boydmaplestone@mmvllen.org.au" \t "_blank)

If you have any enquiries please call Boyd Maplestone on 0413 712 268.

**ALL MMVLLEN EMPLOYEES ARE REQUIRED TO HAVE A CURRENT ‘WORKING WITH CHILDREN’ CLEARANCE AND POLICE CLEARANCE.**