

Title:	VicSRC Communications Assistant
Reporting to:	VicSRC Executive Officer
Hours:	3-4 days per week (22.8 – 30.4)
Remuneration:	\$58,825.00 p.a. pro-rata, classified under the SCHADS Award at Employment Level 3.1 (YACVic pays above award rates, with generous T&C.)
Status:	Fixed-term contract until 30 June 2020, with the potential to be extended subject to funding and performance.
Location:	Based in North Melbourne CBD. This role may require some travel within Victoria and occasional weekend and after-hours work.

About the Victorian Student Representative Council

The [Victorian Student Representative Council \(VicSRC\)](#) is the peak body representing school-aged students in Victoria. VicSRC's vision is student-focussed education system that enhances young people's capacity to change the world. The organisation exists to empower all student voices to be valued in every aspect of education. VicSRC is auspiced by the Youth Affairs Council Victoria (YACVic). VicSRC core funding comes from the Victorian Department of Education and Training (DET).

About the Youth Affairs Council Victoria (YACVic)

YACVic is the peak body and leading policy advocate on young people's issues in Victoria. YACVic's vision is that young Victorians have their rights upheld and are valued as active participants in their communities. YACVic is an independent, not-for-profit, member-driven organisation that represents young people (aged 12-25 years) and the sector that works with them.

About the role

The VicSRC is seeking a creative, collaborative, exceptionally organised and content-savvy person to provide support for our small, but dynamic, communications team.

This role requires a person with energy, passion and a good sense of humour. Young people are encouraged to apply.

Although this is a short term contract, the VicSRC is looking for applicants interested in longer-term involvement with our organisation as there may be possibilities for extension.

The VicSRC approach to communications is all about telling our story and putting students front and centre to transform the way people think about and do education. The successful

applicant will create social media content and contribute to all VicSRC communications as needed to build impactful engagement with students, teachers and education stakeholders in Victoria.

POSITION DESCRIPTION

Key responsibilities

1. Create social media posts in line with the VicSRC Communications strategy.
2. Monitor local, national and international media to identify and share stories relating to student empowerment in education.
3. Proofread internal documents and communications.
4. Support the implementation of VicSRC communications campaigns and projects including #StudentsOfVic and #VicSRCvoices
5. Monitor monthly communications and membership analytics, including website and social media metrics
6. Maintain strong working relationships with the VicSRC Student Executive, VicSRC Members, YACVic and Department of Education and Training, Catholic Education Melbourne and other key stakeholders as appropriate.
7. Contribute to the YACVic, VicSRC and partner publications and participate in VicSRC and YACVic meetings and events as required

You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

Reporting

This role reports to the VicSRC Executive Officer. This role has no direct reports.

KEY SELECTION CRITERIA

1. Excellent organisational and time management skills and an eye for detail.
2. Demonstrated understanding of the concepts of student voice and empowerment and/or relevant experience of working collaboratively with young people.
3. Excellent verbal and written communication skills with the ability to build rapport with diverse stakeholders via phone and email.
4. Demonstrated ability to write engaging social media posts for a variety of platforms including Twitter, Instagram, Snapchat and Facebook.
5. Demonstrated ability to work independently and display initiative and creativity.
6. Ability to monitor current affairs, reading quickly and critically for relevant information.
7. Demonstrated understanding of appropriate behaviours when engaging with children and young people from diverse backgrounds and commitment to the Code of Ethical Practice for the Victorian Youth Sector.

EMPLOYMENT CONDITIONS

The VicSRC Communications Assistant is a YACVic employee.

YACVic is an Equal Opportunity Employer. People with disabilities, people from culturally and/or linguistically diverse backgrounds and Aboriginal people are encouraged to apply for this position.

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.

APPLICATION PROCESS

Applications should be addressed to Nina Laitala, VicSRC Executive Officer, and emailed to recruitment@vicsrc.org.au with '***VicSRC Communications Assistant***' in the subject line and **must** include:

- A brief cover letter/email;
- Your resume, including contact details for a minimum of two referees, including your last line manager (we will not contact referees without your permission).
- A separate document detailing your response to each Key Selection Criteria.

Applications close **9am Friday 10 January 2020** with interviews to be held on Wednesday 15 January in North Melbourne.

If you have any questions about the role, please contact Nell MacColl on 0488 700 138.