

RURAL

Title:	YACVic Rural Project Officer
Reporting to:	YACVic Rural Manager
Hours:	0.4 FTE, 15.2 hours per week
Remuneration:	\$74,455.00 p.a. prorated, classified under the SCHADS Award at Employment Level 4.4. (YACVic pays above award rates, with generous T&C.)
Status:	This is a fixed term 9-month contract.
Location:	Eastern Victoria work from home

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 (YDAS), and our auspiced partner, the Koorie Youth Council.

About YACVic Rural

Funded by the Victorian Government since 2015, YACVic Rural increases YACVic's presence across the Great South Coast and Southern Mallee regions and expands our state-wide advocacy and support for young people and the youth sector in rural communities. The YACVic Rural team brings together our rural work, our Marram Nganyin Aboriginal Youth Mentoring Project and the Healthy Equal Youth (HEY) partnerships and annual grants. YACVic Rural operates from offices in Melbourne, Warrnambool and Swan Hill.

YACVic Rural recognises that young people and sector professionals in rural and regional areas have different opportunities and challenges from their metropolitan counterparts. YACVic Rural has developed successful partnerships and innovative programs across rural Victoria, working closely and collaboratively with young people and the sector to establish trust and engagement, as evidenced by a recent external evaluation.

About the role

In 2020, the YACVic Rural Young Activators Program will focus on young people from bushfire-affected areas in Eastern Victoria. With generous sponsorship from RSPCA Victoria, the Activators Program will provide dedicated development and support for ten (10) young community leaders (aged 16-25) who have an innovative idea focused on animal welfare and future resilience in bushfire affected/prone areas. The program will develop and support them, for a six-month period, through the process of mobilising their community to make that idea a reality. The program will recruit, train, mentor and support these young people in the development of their projects.

Your primary responsibility will be coordination and delivery of the 2020 YACVic Young Rural Activators Program. You will design, coordinate and facilitate a series of online training webinars and interactive sessions which enable young people to feel more confident in their advocacy work, drawing on your own skills and experience, input from YACVic and RSPCA staff and other stakeholders, and the content and learnings of YACVic's previous advocacy work. You will support the Young Activators to develop their projects, including being responsible for the recruitment, training, matching and oversight of a team of mentors who will work alongside young people to help them realise their individual project goals.

Key responsibilities

This position has responsibilities for coordinating all aspects of the Activators Program. You will also work with YACVic and RSPCA Victoria staff and members to design and deliver key elements of the Activators Program including:

- Design develop, facilitate and evaluate engaging online training workshops with participants, and mentors,
- Assist participants with project planning and development, presentation stakeholder development and maintenance skills,
- Develop and maintain stakeholder relationships,
- Develop a systematic approach and program of support for program participants and mentors,
- Engage and support a range of specialist guest presenters to participate in the online training workshops,
- Developing and producing a range of resources, to support presenters, participants mentors and stakeholder throughout the program,
- Coordinating mentor/mentee connections and relationships,
- Facilitating access to communication and technology for participants, presenters and mentors,
- Developing one to one support plans,
- Evaluating and reporting,
- Administering and maintaining a project budget in line with organisational finance procedures.

You will require the follow skillset to successfully undertake this role:

- Provide technical input on program design and implementation
- Collaborate with RSPCA Victoria and YACVIC to include their staff and members in key aspects of the program.
- Ensure the program is appropriate and engaging for rural and regional young people, especially young people whose lives have been affected by bushfires.
- Plan and facilitate online workshops including provision of resource materials aligned with ethical practice and child safe standards.
- Draw on key stakeholders and partners, coordinate the recruitment, screening, selection and matching of mentors, drawing upon existing material *Youth Mentoring Hub* and aligned to *Australian National Mentoring Benchmarks*.
- Provide bespoke support for program participants, mentors and key stakeholders in the development and delivery of individual Activator projects.
- Participate in regular staff and steering group meetings, via online mechanisms if necessary.
- Record and document work activities, correspondence and contacts in a project log.
- Participate in and contribute to the evaluation of the program.

Reporting

This role reports to the Rural Manager. This role has no direct reports.

Key Selection Criteria

Applicants for the position must specifically address each of the following selection criteria. If you fit most of the criteria but not all, we still encourage you to apply – this may be the perfect role for you.

Essential

1. Demonstrated experience (minimum of five years) in the rural youth/community development sector.
2. Demonstrated experience in developing, coordinating, leading and facilitating training content to young people (16-24) including group facilitation and leadership skills, and the ability to adapt these skills to online environments.
3. Understanding of youth mentoring programs including planning, safety, maintenance and evaluation, in alignment with the *Australian National Mentoring Benchmarks*.
4. Demonstrated understanding of the issues important to rural and regional communities, particularly as they relate to young people, including those in fire affected areas.
5. 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 and the Victorian Child Safe Standards.

6. Demonstrated ability to develop positive, collaborative working relationships with a range of stakeholders.
7. Excellent communication skills, including confidence in public speaking and the ability to facilitate workshops and meetings.

Desirable

8. Experience in working with communities impacted by natural disaster.
9. A passion for, or experience in, working with the animals or animal welfare.

Employment conditions

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.

We promote 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 or who identify as LGBTQIA+. We take child protection very seriously. All employees are subject to screening and assessment against the Victorian Child Safe Standards, including rigorous background, identity and reference checks. The successful applicant must provide a current Working With Children Check and Police Check (costs reimbursed) before commencing in the role 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.

Application Process

Applications should be emailed to **Steph Brenkovich**, HR & Office Manager, at recruitment@yacvic.org.au with **Rural Projects Officer** in the subject line and must include:

- A brief cover letter,
- Your resume,
- Your answers to the Key Selection Criteria,
- Contact details for a minimum of two referees, including your most recent line manager (we will not contact referees without your permission).

Only applications that follow the above process will be accepted and considered for interview.

Applications close 09:00am Monday 15 June 2020 with interviews to be held on the week of 22 June 2020. All interviews will be held on Zoom, Skype or Teams.

If you have any questions about the role, please contact Derm Ryan YACVic Rural Manager on dryan@yacvic.org.au or on 0408 674 738.

Since 1980, the RSPCA has been working with the Australian Government and industries to establish standards for animal care. Not only do they operate animal care and adoption facilities, but they also work hard to raise awareness of animal welfare issues. YACVic is thrilled to be partnering with the RSPCA on this project.

