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| **Position:** | Events & Partnerships Officer |
| **Hours:**  | 0.8 FTE, 30.4 hours per week (four days per week) |
| **Remuneration:** | $70,404 p.a. pro-rated, classified under the SCHADS Award at Employment Level 4.1(YACVic pays above award rates, with generous T&C.)  |
| **Status:** | 12-month contract, with potential for renewal subject to funding. |
| **Location:** | Based in Melbourne CBD, with working from home arrangements during COVID-19. |

**About the Koorie Youth Council (KYC)**

The Koorie Youth Council (KYC) is the representative body for Aboriginal and Torres Strait Islander young people in Victoria. Guided by an Executive of 15 Aboriginal and Torres Strait Islander young people and our state-wide members, KYC values the diversity and strength of young people as decision-makers. KYC advocates to government and community to advance the rights and representation of Aboriginal and Torres Strait Islander young people. By hosting events like the annual Koorie Youth Summit, KYC brings Aboriginal and Torres Strait Islander young people together to amplify their voices for social change.

The KYC is auspiced by Youth Affairs Council Victoria (YACVic).

**About 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.

**About the role**

The Events & Partnerships Officer is a key role within KYC. The role is responsible for leading all of KYC’s events and stakeholder initiatives, including the Koorie Youth Summit. The role will also develop and nurture strong partnerships across a broad range of stakeholders including Aboriginal Affairs and the broader youth sector. The role will work closely with KYC’s Youth Participation & Development Officer, ensuring KYC’s commitment to youth participation is enacted throughout the organisation, its events and other initiatives.

**Major Duties**

1. Lead and deliver the Koorie Youth Summit and other specialised KYC events and initiatives, including event preparation and logistics, coordinating event delivery on the day, and post event requirements, working closely with KYC Executive and the KYC team.
2. Arrange and book online platforms, physical venues and catering, create attendee lists, attending events to coordinate online admin, room set up and AV, briefing facilitator/s and welcoming guests, distributing materials and recording attendance.
3. Proactively identify funding and grant opportunities to support the Koorie Youth Summit and other projects.
4. Develop and maintain key relationships with stakeholders, program partners and the youth sector.
5. Work proactively with the KYC team, and attend and support KYC and YACVic events and staff meetings.
6. Any other duties your supervisor or the KYC Executive Officer may assign to you, having regard to your skills, training and experience.

**Reporting & Accountability**

The Events & Partnerships Officer reports to the KYC Deputy Executive Officer. The Events & Partnerships Officer has no direct reports.

**Key Selection Criteria**

1. Demonstrated experience with and/or a strong commitment to working in the Victorian Aboriginal community, with knowledge of community strengths and issues, particularly those that relate to young people, within a social justice and youth participation framework.
2. Demonstrated experience in the youth and/or community sector and the ability to work with young people within a youth participation framework.
3. Demonstrated ability to plan and lead successful and engaging events with the ability to problem solve and think quickly on your feet.
4. Demonstrated ability to secure grants and sponsorships, and to plan and adhere to budgets.
5. Demonstrated experience in building and nurturing positive and productive relationships with external stakeholders.
6. Tertiary qualifications or equivalent work experience in youth work, community development, social science, event management or similar.
7. Willingness to work occasionally on weekends and evenings, and to travel regionally and rurally.
8. Understanding of the Code of Ethical Practice for the Victorian Youth Sector and the appropriate behaviours when engaging with children and young people of diverse needs and backgrounds.

**\*Aboriginal and Torres Strait Islander people are strongly encouraged to apply\***

**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, a permanent resident or hold a valid work permit or visa.

**Application Process**

Applications should be emailed to Stephanie Brenkovich, HR & Office Manager, at recruitment@yacvic.org.au with **‘KYC Events & Partnerships Officer’** in the subject line and must include:

* A brief cover letter
* Your resume
* Your answers to the Key Selection Criteria, **as listed in this position description**
* Contact details for a minimum of two referees, including your last line manager (we will not contact referees without your permission).

Applications close at **9am, Monday 28 September**. Interviews will take place in the same week.

If you have any questions about the role, please contact Indi Clarke, KYC Executive Officer on 0427 461 800 or email indi@koorieyouth.org.au.

