

# Policy and Projects Officer

## ABOUT THE YOUTH COALITION OF THE ACT

The Youth Coalition of the ACT is the peak body and leading policy advocate on youth affairs in the ACT. The Youth Coalition's vision is for an ACT community that values and provides opportunity, participation, justice and equity for all young people.

The main function of the Youth Coalition is to make representations to government and the community and to serve as an advocate for the interests of young people, as well as the professionals and organisations that provide direct services to young people.

Examples of activities we undertake include:

- Coordinating youth and community sector networks, such as the Youth Worker Practice Network, Youth Housing and Homelessness Forum, and Multicultural Youth Affairs Network
- Provide support to workers, programs and services to build their capacity to support young people and their families
- Participating in committees, forums and advisory groups to represent the needs and interests of young people
- Developing policy documents for stakeholders, to promote the needs and interests of young people in ACT policy development
- Organising and hosting the annual youth sector awards ceremony

The Youth Coalition is governed by a volunteer Board and managed by a paid secretariat. The Youth Coalition's core funding comes from the ACT Government's Office of Children, Youth and Family Support, Community Services Directorate.

<b>POSITION</b>	Policy and Projects Officer
<b>STATUS</b>	Community Services Worker Grade 2 Level 1 - 3, commensurate with experience
<b>HOURS</b>	21 hours per week (0.6 FTE)
<b>SALARY</b>	\$30.20 - \$32.09 per hour
<b>DURATION</b>	This is initially a six month contract, with the possibility of an extension

The Youth Coalition recognises that the staff of the organisation are its greatest asset. The Youth Coalition employs under the conditions outlined in the Community Sector Multi Enterprise Agreement (Australian Capital Territory) and offers above MEA or award salary and conditions. A range of incentives have been developed to encourage, support, attract and retain staff including an additional week paid leave during the shut down at the end of year holiday period, birthday leave, a 35 hour working week, paid maternity and paternity leave, long service leave, additional personal leave provisions, study and professional development initiatives.

The Youth Coalition provides many opportunities for staff to develop professionally and personally. These include representational and advocacy on high level advisory committees, leading sector wide initiatives, partnering with tertiary institutions, developing media and public relations skills, developing and implementing innovative research and consultation models, and providing opportunities to contribute to a range of publications.

## ABOUT THE POSITION

### AIM

The Policy and Projects Officer works with and under the supervision of the Policy and Development Director to deliver projects and activities which support the youth sector in the ACT. This position aims to provide support to existing team members who work across policy, sector development, projects and communications. This provides the opportunity to engage in and build experience across a range of the Youth Coalition's areas of work.

### MAJOR DUTIES

With support and supervision, and as part of the Youth Coalition team, this role will:

1. Coordinate the management and delivery of forums, networks and training for professionals and services supporting young people in the ACT.
2. Prepare communications on behalf of the Youth Coalition team.
3. Organise, plan and write minutes at meetings.
4. Organise, plan and assist in the delivery of key Youth Coalition events.
5. Support the development and implementation of youth participation strategies.
6. Assist with social policy development and research activities.

Other duties may include:

1. Assist with representation and advocacy on external committees, forums, events and working groups.
2. Monitor media and other information networks, to inform policy analysis and development.
3. Contribute to organisational reporting requirement and evaluation activities.
4. Other tasks as agreed, at the direction of the Policy and Development Director.

### REPORTING & ACCOUNTABILITY

The Policy and Development Officer reports and is accountable to the Policy and Development Director.

### EMPLOYMENT CONDITIONS

- The Youth Coalition is an Equal Opportunity Employer.
- The position is available to be worked between the hours of 7am and 7pm, Monday to Friday as negotiated.
- The position is subject to performance appraisals.

### SELECTION CRITERIA

#### Essential

- Strong time management and organisational skills, maintaining workloads across multiple projects
- Well developed oral and written communication and interpersonal skills
- Ability to engage with different groups of stakeholders (such as young people, youth & community services, and government agencies)
- Ability to work in a team, and autonomously
- Interest and/or experience in social justice and the issues that impact young people

#### Desirable

- Interest and/or experience in policy development
- Advocacy and networking skills
- Experience writing (i.e. briefing documents or submissions)
- Research and analytical skills
- Experience in events management, administration or personal assistant role
- Previous volunteer or work experience in the community sector
- ACT Drivers Licence

## Applications

Applications should include a resume, and an EOI (maximum three pages) describing;

- Your interest in working at the Youth Coalition of the ACT
- Your skills and experience relating to each of the Essential Selection Criteria

Applicants are not required to have all of the desirable selection criteria, but they may be used to strengthen your application.

Applications are due at 10am on Thursday 8 October, and should be directed to Sharon Casey, the Youth Coalition Business Manager, at [office@youthcoalition.net](mailto:office@youthcoalition.net).

For more information about the position, contact Sharon Casey on 02 6247 3540 or via email at [office@youthcoalition.net](mailto:office@youthcoalition.net)