



Position:	KYC Communications Officer
Reporting to:	KYC Executive Officer
Hours:	0.8 FTE, 30.4 hours a week (4 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:	This is a fixed term, 9-month contract with potential for renewal dependent on performance and funding.
Location:	Based in Melbourne CBD, with working from home arrangements during COVID-19.

About the Koorie Youth Council (KYC)

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 network, 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.

KYC is auspiced by the Youth Affairs Council of Victoria.

About the Youth Affairs Council of 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 KYC Communications Officer is a key role within KYC, responsible for developing, promoting and monitoring strategic and effective content to engage young people, community, the youth sector and government about KYC's

activities and advocacy, including projects like Ngaga-dji and the Koorie Youth Summit.

You will work in a fast-paced environment, be passionate about using strengths-based language and be skilled at managing a number of tasks at the same time.

Major Duties

1. Continue implementation and monitoring of KYC's communications strategy.
2. Create and maintain written copy, video, photographic and graphic content across all KYC communications including social media, email and websites.
3. Create promotional and marketing content using Adobe Creative Suite for online and print.
4. Connect and work with artists to develop branding and content for KYC initiatives and projects, such as the Koorie Youth Summit branding and logo.
5. Coordinate and produce regular digital communications for the KYC network using Mailchimp and similar platforms to grow, mobilise and organise our network.
6. Monitor KYC's social media channels to ensure a safe and inclusive digital space for all Aboriginal and Torres Strait Islander young people.
7. Write formal media releases, reports and organisational statements.
8. Work with media and journalists to increase the publication of KYC's work to improve our reach and media profile.
9. Monitor and evaluate KYC's communications using analytics and campaign evaluation for evidence-based communications work.
10. Maintain consistent strengths-based language across all KYC communications. For an example of strengths-based language, see www.ngaga-djiproject.org.au.
11. Any other duties the employer may assign to you, having regard to your skills, training and experience.

Reporting & Accountability

The Communications Officer reports to the KYC Executive Officer. The Communications Officer has no direct reports.

Key Selection Criteria

1. Demonstrate a strong understanding of the Victorian Aboriginal community, with a demonstrated knowledge of community strengths and issues, particularly those that relate to young people.
2. Demonstrate a strong ability to coordinate, write and edit content for a range of audiences including young people, communities and decision-makers.

3. Demonstrate ability to adapt and manage competing priorities, including managing stakeholders in community, media, other organisations and collaborating with small teams.
4. Demonstrate experience developing, implementing, promoting and monitoring communications and adaptive campaign strategies.
5. Demonstrate experience maintaining a website and producing digital content that aims to engage audiences in social change and community engagement.
6. Demonstrate proficiency in Adobe Illustrator, Indesign or an equivalent graphic design program.
7. Demonstrate an 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.

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 Communications 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 **12pm, Monday 23 November**. 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.

