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| **Title:** | KYC Deputy Executive Officer |
| **Reporting to:** | KYC Executive Officer |
| **Hours:**  | 0.9FTE, 34.2 hours per week (nine-day fortnight) |
| **Remuneration:** | $82,780.88 - $90,439.44 p.a. pro-rated, classified under the SCHADS Award at Employment Level 5.1 - 6.1, dependent on skills and experience. (YACVic pays above award rates, with generous T&C.) |
| **Status:** | Ongoing |
| **Location:** | Based in Melbourne CBD and frequent travel, 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.

KYC is auspiced by the Youth Affairs Council of Victoria.

**ABOUT YOUTH AFFAIRS COUNCIL VICTORIA (YACVIC)**

Youth Affairs Council of 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.

**ABOUT THE ROLE**

The KYC Deputy Executive Officer is an essential leadership role within KYC, responsible for leading KYC initiatives in regional engagement, community partnerships, youth participation and leadership development, as well as supporting the KYC Executive members.

The role manages and oversees the Marram Nganyin project and the Youth Participation and Development area within KYC, whilst also supporting the KYC Executive Officer to advocate and represent Aboriginal & Torres Strait Islander young people's voices in Victoria.

**MAJOR DUTIES**

1. Support the KYC Executive Officer to advocate and represent the voices of Aboriginal young people in Victoria.
2. Supervise and support two staff: The Participation & Development Officer and the Marram Nganyin Youth Mentoring Project Officer.
3. Support KYC’s young Executive members by organising meetings and facilitating and identifying training and capacity building opportunities.
4. Lead the development of youth participation and leadership development projects and initiatives.
5. Coordinate and deliver KYC’s regional youth forums and other regional engagement activities, in partnership with key stakeholders.
6. Manage relationships with a range of community stakeholders to inform and support youth participation processes and practices.
7. Manage and deliver presentations, workshops and training aimed at increasing youth engagement and participation in the wider community.
8. Assist with the development and delivery of the annual Koorie Youth Summit.
9. Act in the role of KYC Executive Officer when required.
10. Any other duties the KYC Executive Officer may assign to you, having regard to your skills, training and experience.

**REPORTING & ACCOUNTABILITY**

The KYC Deputy Executive Officer reports to and is accountable to the KYC Executive Officer. The Deputy Executive Officer supervises and manages the Youth Participation & Development Officer and the Marram Nganyin Youth Mentoring Project Officer.

**KEY SELECTION CRITERIA**

1. 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. Demonstrated ability to work with young people within a youth participation framework.
3. Demonstrated skills in planning, presenting, and facilitating groups, forums, or workshops.
4. Demonstrated experience in successfully leading teams or projects through complex or difficult situations.
5. Excellent ability to engage and build a strong rapport and partnerships with key community stakeholders.
6. 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.
7. The capacity to frequently travel around the state to engage with communities and deliver programs.

**PLEASE NOTE:**
**KYC and YACVic consider that being an Aboriginal or Torres Strait Islander person is a genuine occupational requirement for this position under section 26 and/or section 28 of the Equal Opportunity Act 2010 (Vic). Therefore, this position will only be open to Aboriginal or Torres Strait Islander applicants.**

**EMPLOYMENT CONDITIONS**

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.

YACVic is an Equal Opportunity Employer. People with disability and people from the LGBTIQA+ community are encouraged to apply for this position.

**APPLICATION PROCESS**

Applications can be emailed to Indi Clarke, KYC Executive Officer at recruitment@yacvic.org.au with **‘KYC Deputy Executive Officer’** in the subject line or follow the application process on Ethical Jobs. Your application must include:

* A brief cover letter including where you saw the job advertised
* Your resume
* Your answers to the Key Selection Criteria
* Contact details for a minimum of two referees, including your last line manager (we will not contact referees without your permission).

Applications that follow the above process will be accepted and considered for an interview. Please let us know if you require support to complete an application or would like to apply in a different format.

Applications close at 12pm on Thursday, 29 April 2021. Interviews will take place in the week beginning 3 May 2021.

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.