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| **Position:** | **KYC Administration Officer – Traineeship Position**  *Note: This role will be supported to undertake a Certificate IV in Business or Business Administration* |
| **Hours:** | 0.8FTE, 30.4 hours per week (four days a week) |
| **Remuneration:** | Traineeship rates (dependent on candidate)  (YACVic pays above award rates) |
| **Status:** | 12 months, with potential to be extended subject to performance and funding. |
| **Location:** | Based in Melbourne CBD with working from home arrangements during COVID-19 and frequent state-wide travel thereafter. |

**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 Youth Affairs Council Victoria (YACVic).

**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. Our vision is that young Victorians have their rights upheld and are valued as active participants in their communities. We are 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 Administration Officer is an exciting new traineeship position within KYC. The role will provide reception and administration support to the KYC team.

The Administration Officer will support the day-to-day running of the office and administrative duties including database creation & maintenance, event administration, KYC membership administration, and other support for KYC events and meetings.

The Administration Officer will be the first point of contact for many people visiting or contacting KYC. It is important that the service they provide is warm, youth-friendly, and welcoming. Therefore, the Administration Officer must be approachable, courteous, and professional. You will need to be able to interact with a diverse range of people and provide assistance with access needs when required. You will also need to be professional and confident in dealing with confidential information.

***The successful candidate will be supported by KYC with on-the-job training and resources to complete a Certificate IV in Business or Business Administration, with guidance and mentoring by the KYC team. This opportunity is supported through the VACCHO Traineeship Program.***

**Major Duties**

1. Meet and greet people visiting the KYC office and KYC events.
2. Ensure all incoming phone calls and emails are answered in a prompt and polite manner, and/or forwarded to the relevant staff member.
3. Coordinate incoming and outgoing mail.
4. Provide information about KYC to KYC Executive Members and potential stakeholders.
5. Coordinate ordering and delivery of consumables (e.g. office supplies) as directed by the Deputy Executive Officer and Operations Officer.
6. Assist in administrative functions for meetings and events including agenda preparation, travel arrangements, venue bookings, attending meetings, taking minutes and following up actions.
7. Assist in the set up and pack up of the boardroom and other meeting and event spaces where required.
8. Assist the Operations Officer with general administrative tasks for KYC including (but not limited to) answering calls, responding to general email enquiries, and booking hotels and hire cars.
9. Assist the Operations Officer to provide administrative and executive support for the KYC Executive Officer and Deputy Executive Officer.
10. Participate in staff meetings and participate as a member of the staff team and carry out any other reasonable duties as required.

**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. Excellent communication and inter-personal skills.
3. Computer skills including knowledge of all MS Office products.
4. Strong organisational skills, including achieving objectives efficiently with an eye for detail.
5. Time management skills, with the ability to manage competing demands.
6. Ability to show initiative and flexibility.
7. Ability to balance multiple tasks efficiently within a team environment.
8. 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 and the Child Safe Standards.

**This is an Aboriginal and Torres Islander identified position. Only Aboriginal and Torres Strait Islander people are eligible to apply as this position is exempt under the special measures provision of S12(1) of the Equal Opportunity Act (VIC).**

**Reporting & Accountability**

This role reports to the KYC Operations Officer. This role does not supervise any staff.

**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.

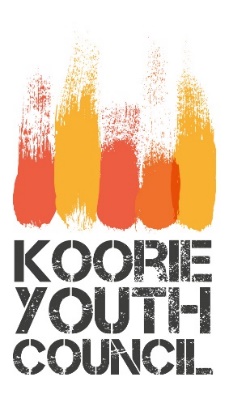
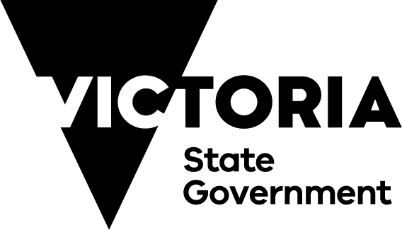
YACVic is an Equal Opportunity Employer. People with disability and people from the LGBTIQA+ community are encouraged to apply for this position.

**Application Process**

Applications can be emailed to **Steph Brenkovich**, HR & Office Manager, at [recruitment@yacvic.org.au](mailto:recruitment@yacvic.org.au) with ‘**KYC Admin Officer’** 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, 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 on 24 May 2021. Interviews will take place in the week beginning 7 June.

If you have any questions about the role, please contact Nikayla Bamblett, KYC Operations Officer on 0439 927 405 or email [nikayla@koorieyouth.org.au](mailto:nikayla@koorieyouth.org.au).