

|  |  |
| --- | --- |
| **Title:** | KYC Deputy Executive Officer |
| **Reporting to:** | KYC Executive Officer |
| **Hours:**  | Full-Time 1.0 FTE, 38 hours per week (with supportive leave arrangements) |
| **Salary Range:** | $92,703 – $100,260 p.a., classified under the SCHADS Award at Employment Level 6.1 – 7.1 dependent on qualifications 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 auspice 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 Deputy Executive Officer is an exciting and essential leadership role responsible for leading KYC initiatives focused on regional engagement, community partnerships, youth participation, youth mentoring, leadership development and supporting the KYC Executive members.

* A key aspect of the role is working with the KYC Executive Officer to advocate and represent Aboriginal & Torres Strait Islander young people's voices in Victoria.
* The role also manages and oversees:
	+ The Marram Nganyin Project Officer, who supports five Aboriginal organisations across the state to deliver mentoring programs.
	+ The Youth Participation and Development Officer, who is responsible for developing and leading all Aboriginal youth participation and development initiatives within KYC and developing materials and networks to enable and support stakeholders.
	+ The Administration Officer, who supports the day-to-day running of the office and administrative duties of KYC.

This role is an incredible opportunity for someone to take the next step or someone currently within leadership or team leader positions. It provides great growth opportunities and has the potential to lead to further opportunities within KYC.

**MAJOR DUTIES**

1. Work with the KYC Executive Officer to advocate and represent the voices of Aboriginal young people in Victoria.
2. Manage and supervise three staff and provide expertise and guidance on their projects and initiatives: Participation & Development Officer, Administration Officer and the Marram Nganyin Youth Mentoring Project Officer.
3. Coordinate and deliver KYC’s regional youth forums and other regional engagement activities, in partnership with key stakeholders.
4. Coordinate and support KYC’s young Executive members, bringing them together for meetings, and facilitating and identifying training and capacity building opportunities.
5. Support the development of youth participation and leadership development projects and initiatives alongside the Participation and Development Officer.
6. Manage relationships with a range of community stakeholders to inform and support youth participation processes and practices. Includes delivering presentations, workshops and training aimed at increasing youth engagement and participation in the wider community.
7. Contribute to the development and delivery of the annual Koorie Youth Summit.
8. Oversee the administrative activities of KYC, including compliance with funding agreements, reporting and financial transactions, with support from YACVic Corporate Services staff.
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 directly supervises and manages KYC’s Youth Participation & Development Officer, Marram Nganyin Youth Mentoring Project Officer, and Administration 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 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**

You will need to follow the application process on Ethical Jobs or you can email Indi Clarke, KYC Executive Officer at recruitment@yacvic.org.au with **‘KYC Deputy Executive Officer’** in the subject line and 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 Monday 02 August. Interviews will take place in the week 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.