



Title:	Yerp & Code Projects Coordinator
Reporting to:	Participation & Development Manager
Hours:	0.8 FTE, 30.4 hours a week (4 days a week) negotiable
Remuneration:	\$90,532.92 p.a. SCHADS Award 5.1 pro rated (YACVic pays above award rates, with generous T&C.)
Status:	This is a fixed term contract, ending 31 January 2024.
Location:	Melbourne CBD office is your official work location with flexible working from home arrangements. Travel within Victoria may be required.

About 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. 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 auspice partner, the Koorie Youth Council.

Yerp & Code of Ethical Youth Work Practice Upgrade Projects

As part of the Victorian Government's *'Our Promise, Your Future: Victoria's Youth Strategy 2022-2027'*, YACVic has received funding to review and update two major resources for Victorian young people and the sector that supports them.

1. The **Youth Engagement Resource Platform (YERP)** is YACVic's web-based resource that supports organisations or those who work with young people to effectively implement best practice youth participation. YERP also supports young people to get involved in organisations and their communities, or to create change through their own projects and campaigns.

For this project YACVic will work with stakeholders to review and update YERP's content and increase the capacity of the platform to meet existing and anticipated demand for youth participation expertise, tools and resources. This will include updating and adding to the YERP best practice information, resources and case studies, and upgrading the website to provide a simple interactive platform for peer support and collaboration, and to help organisations to find reputable providers with expertise to complement or deliver youth participation efforts. The update will also include resources that promote inclusion and participation of young people who face marginalisation and disadvantage.

2. The **Code of Ethical Practice for the Victorian Youth Sector (The Code)** comprises a set of youth work principles and ethical practice responsibilities for all individuals

and organisations working with young people. It helps create a collective identity and shared professional framework for youth practitioners, and should be used by any person, group or organisation that works with young people in Victoria.

For this project, YACVic will work with stakeholders to update the Code to ensure its relevance for contemporary youth issues, contexts and regulations. YACVic will seek input and support from academics, profession practice experts and young people through consultations and a cross-sectoral working group, including representation from the Office for Youth.

The projects will be run in parallel due to the many common aspects of the anticipated process, including consultation and collaboration with young people and the youth sector. YACVic will use a co-design process with young people to deliver these projects.

About the role

Do you want to drive an innovative project that will empower young people, governments and the youth sector?

The Yerp & Code Projects Coordinator will be responsible for leading and overseeing both projects in parallel, including plans, timelines, reports and deliverables.

You will lead a team of two Project Officers and work closely with other members of the YACVic team, in particular to establish and deliver youth sector and youth engagement processes.

Major Duties

- Design and implement project plans for both projects, ensuring project milestones are met and the project are successfully delivered.
- Establish and convene a Steering Group for each project.
- Supervise the Yerp Upgrade Project Officer and the Code Upgrade Project Officer.
- Develop and support strengths-based partnerships with a wide range of stakeholders, including young people, youth and community workers, government representatives and academics.
- Undertake desk research to discover new thinking and innovation to enrich Yerp and the Code as part of the upgrade.
- Design and lead consultations and other stakeholder engagement, as needed.
- Fulfill internal and external project reporting obligations.
- Where capacity allows, support the work of the wider Participation & Development Team by contributing to related projects.
- Attend and actively take part in regular YACVic staff meetings and activities.
- Carry out any other duties the Participation & Development Manager may assign to you, having regard to your skills, training, and experience, including preparing future funding and grants related to ethical practice and youth participation areas.

Reporting

This role reports to the Participation & Development Manager and works closely with the Media & Communications Coordinator. This role has two direct reports, the Yerp Upgrade Project Officer and the Code Upgrade Project Officer.

Key Selection Criteria

Applicants for the position must specifically address each of the following selection criteria. If you fit most of the criteria but not all, we still encourage you to apply – this may be the perfect role for you.

Essential

- Qualifications and/or relevant experience related to project design and management, and/or youth/community development, including co-design.
- Demonstrated understanding of youth participation principles, ethical practice principles in youth work and how they are enacted in community settings.
- Demonstrated understanding of appropriate behaviours when engaging with children and young people from diverse backgrounds, and commitment to the Victorian Child Safe Standards.
- Demonstrated ability to develop positive, collaborative working relationships with a range of stakeholders.
- Demonstrated experience in successfully delivering projects with a final, tangible product deliverable.
- Demonstrated experience in developing, coordinating, leading and facilitating training content for both sector professionals and young people (16-24) including the ability to adapt these skills to online environments.

Desirable

- Experience in working with tech experts to develop engaging and interactive websites.

YACVic is an Equal Opportunity Employer. People with disability, people from culturally and/or linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people and LGBTIQ+ people are encouraged to apply for this position.

Benefits of working at YACVic

- Generous terms and benefits
- Flexible, disability friendly, family friendly, rainbow friendly
- Fun work culture, with a social purpose, in a fully accessible Melbourne CBD office
- Diversity, working with a dynamic group of youth organisations that includes YACVic Rural, Youth Disability Advocacy Service and Koorie Youth Council
- High degree of collegial support & sector-leading professional development

Employment conditions

YACVic promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal and Torres Strait Islander or those from refugee or migrant backgrounds. We take 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 a mandated workplace and requires all staff to be up to date with their Covid 19 vaccinations unless they have a valid exemption.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

Application Process

Applications should be emailed to Nat James, HR Manager, at recruitment@yacvic.org.au with **Yerp & Code Projects Coordinator** in the subject line and must include:

- A brief cover letter
- Your resume
- Your answers to the Key Selection Criteria
- Contact details for a minimum of three referees, including your most recent line manager (we will not contact referees without your permission).

Only applications that follow the above instructions will be considered. **Applications close 9:00am, Monday 12 December 2022.**

Interviews are planned for Thursday 15 December. (If this would be an issue for you, please contact us.)

If you have any questions about the role, please contact Sam Champion at schampion@yacvic.org.au