



Position:	KYC Deputy Executive Officer
Hours:	Full-time 1.0 FTE, 5 days (38 hours) per week (with supportive leave arrangements)
Remuneration:	\$98,908.99- \$106,972.66 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:	On-going
Location:	KYC is based in inner Melbourne. Flexible working arrangements will be considered upon application.

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.

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. 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 Koorie Youth Council (KYC) is committed to advancing the rights, representation, and voices of Aboriginal and Torres Strait Islander young people throughout Victoria.

The Deputy Executive Officer position is an essential leadership role within KYC. This position is responsible for leading KYC initiatives and programs focused on strengthening regional engagement and community partnerships. The role also has a focus on youth participation, youth mentoring, and support and leadership development for KYC staff and Executive members.

A key component of this role is working collaboratively with the KYC Executive Officer to advocate and represent Aboriginal & Torres Strait Islander young people's voices in Victoria. This role also provides operational management and leadership to the broader KYC team, as well as identifying and responding to emerging advocacy priorities.

Reporting directly to the Executive Officer, the Deputy Executive Officer supervises and supports key KYC initiatives, in particular the Marram Nganyin Aboriginal Youth Mentoring Program, and the Youth Participation and Community Engagement teams.

The Deputy Executive Officer position is an exciting opportunity for an individual looking to strengthen their existing leadership skills and lead a dynamic team.

Major Duties

- Work with the KYC Executive Officer to advocate and represent the voices of Aboriginal young people in Victoria.
- Undertake advocacy with government, community organisations and partner organisations, in pursuit of KYC's goals, strategies and priorities. This requires the building and maintenance of positive relationships with key stakeholders.
- Supervise and support the Marram Nganyin Youth Mentoring and Youth Participation and Community Engagement teams.
- Preparing high-quality written documents including briefs, letters, submissions and meeting records.
- Assist with the monitoring and collection of data, and preparation of contractual reporting, board reports, budgets and external presentations, in accordance with agreed procedures, protocols and timeframes.
- Contribute to and support the development and implementation of KYC's strategic plan, to enable the long-term sustainability of the organisation.
- Participate effectively in organisational activities and decision-making and in accordance with the KYC values and guiding principles.
- 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.
- Any other duties the KYC Executive Officer may assign to you, having regard to your skills, training and experience.
- Act in the role of KYC Executive Officer when required.

Key Selection Criteria

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 is only open to Aboriginal or Torres Strait Islander applicants.

Applicants for the position must specifically address each of the following selection criteria in their application.

Essential

1. Demonstrated commitment and understanding of the values that underpin KYC's vision and purpose.

2. A strong understanding and appreciation of Victorian Aboriginal histories, cultures and identities, with demonstrated knowledge of local community strengths and challenges, particularly those that relate to young Mob.
3. Demonstrated experience in successfully leading teams and/or projects, including through complex or difficult situations.
4. Strong consultation, influencing and negotiation skills.
5. 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
6. Demonstrated strong organisational and planning skills, including strategic thinking and attention to detail, time and workload management, prioritisation of tasks, and the ability to meet changing circumstances, competing demands, interruptions and deadlines
7. Willingness and capacity to undertake regular state-wide travel as required, to engage with communities and deliver programs.

Desirable

8. Demonstrated experience in developing, implementing, promoting and monitoring communications and adaptive campaign strategies
9. Experience engaging and building a strong rapport and partnerships with key, high-level stakeholders.
10. Demonstrated experience in leadership and staff management including responsibility for effective policy and research output, staff capacity building, and creating and maintaining an effective, highly motivated team.

Reporting & Accountability

The KYC Deputy Executive Officer reports to and is accountable to the KYC Executive Officer. The Deputy Executive Officer has two direct reports, with the potential for more depending on current project requirements.

Benefits of working at KYC

- Generous terms and benefits
- Flexible, disability friendly, family friendly, rainbow friendly
- Deadly and 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, YACVic Rural and Youth Disability Advocacy Service
- High degree of collegial support and sector-leading professional development

YACVic is an Equal Opportunity Employer. People with disabilities are encouraged to apply for this position. YACVic promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal, and those from refugee or migrant backgrounds.

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, and 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.

A valid driver's licence is required for this role.

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 can be submitted via Ethical Jobs or by email to Bonnie Dukakis, Executive Officer at recruitment@yacvic.org.au with 'KYC Deputy Executive Officer' in the subject line and must include:

- A brief cover letter
- Your resume
- Your responses 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). Please include the contact details of one Community Reference in your selection

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

Applications close on Monday, 30 January 2023 at 12:00pm with interviews taking place the same week.

For more information about the role and Koorie Youth Council, please contact Jadalyn, Office Coordinator on email admin@koorieyouth.org.au