

Youth Voice Coordinator

Reporting to:	Kat Young (Manager)	Work location:	CERES Brunswick
Department:	School of Nature and Climate	Budget holder:	No
Team:	Student Programs	Direct reports:	None
Status:	9 month Contract with the possibility for ongoing	Hourly rate:	EMP4 \$37.86
Classification:	Monday - Thursday 30 Hours per week	Working conditions:	
		Working indoors and outdoors. Working in close proximity to others. Limited working from home opportunities outside of peak times with Manager's approval.	

About CERES

CERES is an environmental education centre, urban farm and social enterprise hub spread across four locations, linked by the Merri and Darebin Creeks on Wurundjeri Country, Melbourne. Our vision is for people to fall in love with the Earth again and to that end, our work spans environmental, social, economic, spiritual and cultural dimensions.

CERES is a social impact powerhouse, turning over \$17M annually, employing over 150 staff and operating 16 distinct yet integrated social enterprises. CERES is a dynamic, innovative and resilient organisation which has tripled in size over the past 10 years and is predominantly self-funded through trade.

About the area

The CERES School of Nature and Climate is a response to the climate and ecological crisis. Our education offerings for all ages and abilities are designed to develop skills, leadership and resilience that will be needed in the coming decades. We strive to equip people to think differently, act for the planet and be resilient and responsive citizens. We do this by facilitating engaging and positive learning experiences (*heart*), sharing knowledge to stimulate critical thinking skills (*head*), and nurturing skills and capabilities to take action for the planet (*hands*).

The CERES School of Nature and Climate consists of the following delivery areas: School Programs comprising Student Programs and Teacher Programs, and Adult Learning comprising Courses and Workshops.

Role purpose

Youth Voice Coordinator

The Coordinator will play a pivotal role in empowering young people to take action on climate change and live sustainably. This role is responsible for coordinating, refining, and delivering a diverse range of youth empowerment programs, including youth leadership summits, school incursions, and on-site excursions.

The Coordinator will ensure that youth voice and agency are central to program design and delivery, supporting young people to develop confidence, knowledge, and leadership skills while inspiring broader community action.

Key Responsibilities / Areas of Accountability

Program Coordination & Delivery

- Plan, coordinate and deliver youth programs
- Facilitate youth workshops and events ensuring effective engagement
- Embed sustainability and climate learning
- Develop and maintain high quality program resources

2. Youth Engagement & Leadership

- Champion youth voice and agency throughout all program design and delivery
- Mentor and support emerging youth leaders
- Foster an inclusive and supportive environment that diverse perspectives

3. Collaboration & Stakeholder Engagement

- Work closely with CERES staff, educators and external partners to coordinate program logistics and content
- Build and maintain school and community networks
- Support program marketing efforts

4. Program Evaluation & Continuous Improvement

- Evaluate program outcomes and impact
- Improve program quality and relevance
- Contribute to reporting and grants

Skills and Capabilities

- Strong understanding of climate change, sustainability, and environmental education principles.
- Experience in youth engagement, leadership development, or community education programs.
- Excellent facilitation and communication skills, with the ability to engage and inspire young people.

- Strong project management, organisational, and planning skills.
- Effective communication and interpersonal skills, including the ability to work collaboratively with diverse stakeholders.
- Creativity, initiative, and problem-solving ability.
- Commitment to inclusivity, youth agency, and participatory approaches.
- Ability to work flexible hours, including occasional evenings or weekends for events.

Qualifications

- Relevant tertiary qualifications in one or more of the following areas: education, environmental studies, youth work, or related fields.
- Experience working in youth programs, sustainability education, or community engagement is highly desirable.

Key Attributes

- Ability to engage and inspire young people.
- Adaptable, resilient, and enthusiastic.
- Passion for climate action and sustainability education.
- High organisational skills

Health, safety, security and risk management

- Be a role model for safety and security including complying with all safety instructions and training given at the workplace.
- Act in a safe manner at all times and participate with keeping all employees, contractors and volunteers safe whilst on and off the premises.
- Report all incidents, potential hazards and injuries in a timely manner.
- Be aware of the risks associated with your team's every day work and ensure appropriate mitigation measures are applied.
- In line with the Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015, CERES is committed to upholding the Victorian Child Safe Standards, to the best of its abilities and resources.
- CERES upholds itself as an organisation committed to the right to survival, protection, development, participation, and empowerment of all children and young people.
- CERES is committed to the cultural safety of Aboriginal children, young people and children and young people from culturally and/or linguistically diverse (CALD) backgrounds, and to providing a safe environment for children and young people with a disability.

Other

- Working with Children's Check
- National Criminal Record Check

Other Important Information

- Employees are responsible for familiarising themselves with, understanding, and adhering to CERES' policies and procedures, as updated from time to time.