

Position Description

Position Title:	Project Officer — Child and Youth Engagement
Service/Program:	Research
Approved By:	Chief Executive Officer
Date Effective:	September 2026

Our Organisation

RAV is a secular, community-based, not-for-profit organisation with more than 75 years' service delivery experience. Our vision is for positive, respectful, safe and fulfilling relationships for all Australians. Our objective is to relieve suffering, distress and helplessness and to enhance physical, social and emotional wellbeing. Our services are for all members of the community, regardless of their religion, age, gender, sexual orientation, lifestyle choice, cultural background or economic circumstances. We provide services across metropolitan Melbourne and regional Victoria, through a network of centres, outreach locations and via telephone and telehealth.

Our Values

Inclusiveness, respect, integrity, transparency, accountability, effectiveness, innovation and compassion.

Position Purpose

The purpose of this position is to develop an evidence-informed approach to including the perspectives of children and young people in Relationships Australia Victoria (RAV) services and service design. This position is covered by the Relationships Australia Victoria Staff Enterprise Agreement (SEA), but otherwise, would be covered by the Social, Community, Home Care and Disability Services Industry Award 2010.

Position Specifications

Line manager	Manager Research
Manages	N/A
Key external liaison	Children, youth and families; other community sector agencies as required
<i>Note: Reporting arrangements may change from time to time to meet business requirements</i>	

Position Summary

This role has primary responsibility for designing and piloting a method for engaging children and young people in the design, delivery and evaluation of RAV services. The role involves implementing concurrent evaluation of the pilot and documentation of process and learning.

Key Result Areas (KRAs)

Area	Tasks
Review current activities	- Undertake brief review of child and youth engagement activities across RAV and RAV-operated headspace services. - Document and assess current engagement strategies, considering literature on methods of involving children and youth in service design, delivery and evaluation (a brief literature review has already been completed). - Where possible, gather and document information shared by other community sector organisations on experiences of engaging children and youth in service design, delivery or evaluation.
Design process	- Design a process for engaging children and young people in consultation about RAV service design, delivery and evaluation. - Produce proposal and budget for child and youth engagement activities in 2027. - Develop protocols for recruitment of child and youth participants. - Establish processes for ongoing engagement with children and youth.
Implement process	- Advertise and recruit child and youth participants. - Conduct approx. 3 consultation/ engagement activities with children and youth. - Ensure all activities have adequate OH&S plans, risk assessments and safety measures in place and operate within child safe standards and a youth participation framework that considers quality and safety.
Embed monitoring and evaluation	- Prepare program logic, in consultation with RAV research and evaluation staff. - Design and implement concurrent evaluation against this framework.

	- Document innovation, reflection and continuous improvement as processes are established. - Prepare brief reports on the impact and efficacy of child and youth engagement activities throughout the life of the project.
Communicate learning	- Develop a guide to engaging children and youth in service design, delivery and evaluation, for use across RAV sites and services. - Document process and learning in article for sector (e.g. web-based report)
Policies procedures and systems	- Comply with policies, procedures and systems as required. - Model the organisation's values and contribute to the workplace culture. - Identify, communicate, report OHS related risks and hazards within the workplace.
Continuous improvement	- Demonstrate commitment to team / centre objectives and strategic priorities. - Identify, develop and support new initiatives, quality, continuous improvement activities to support organisational requirements.
Other	- This position description is not an exhaustive list of responsibilities. - Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position. - You are expected to perform different tasks which fit with your skills, abilities and knowledge, as may be necessary due to business, workplace, service changes.

Key Performance Indicators (KPIs)

- Effective and considered design of child and youth engagement approach
- Effective co-ordination of child and youth engagement activities
- Ability to work with relevant staff across RAV
- Ability to design and embed effective concurrent evaluation within pilot activities
- Detailed documentation of processes and evaluation activities
- Compliance with RAV's obligations as a Child Safe organisation

Key Selection Criteria (KSC)

Mandatory KSC:

- Degree qualified in social work, counselling, family therapy, psychology or similar.
- Demonstrated commitment to enhancing the rights of children and young people through strong participation frameworks.
- Experience in working with children and young people.
- Proven track record in developing programs and managing projects, activities and events.
- Proven organisational skills with the ability to prioritise and manage own workload to meet timeframes and job-related expectations.
- Excellent communication and interpersonal skills, including demonstrated competency in preparing reports.
- Ability to work independently, within a team environment.
- Good problem solving and decision-making skills.
- All employees will be required to undertake a National Police Check, International Police Check (if applicable), and have a current Working with Children Check throughout their employment.

Desirable KSC:

- Previous experience in a similar capacity or role in a similar organisation.
- Previous professional development and/or training, demonstrating the development of skills, experience and knowledge in the field.
- Experience in impact assessment and evaluation and evidence-based planning
- Good all-round computer skills and literacy, and proficiency in Microsoft Word.
- Experience working in a role with culturally and linguistically diverse clients, stakeholders or staff.

We encourage applications from First Nations peoples, people from under-represented culturally and linguistically diverse backgrounds, people from lesbian, gay, bisexual, transgender, intersex, queer, asexual (LGBTIQA+) communities, and people living with disability.



We acknowledge the First Nations and Torres Strait Islander peoples as the Traditional Owners of the lands and waterways of Australia. We support Aboriginal people's right to self-determination and culturally safe services. We recognise the lifelong impacts of childhood trauma. We recognise those who had children taken away from them.

Position descriptions are regularly reviewed to ensure they meet RAV's needs. These may be changed by general or department managers, and/or the Chief Executive Officer at any time. Current position descriptions are accessible at any time on SharePoint.