



Victorian Indigenous Youth Advisory Council

Position Available – Project Officer

POSITION: Project Officer (part time at 22.8 hours per week negotiable to 30.4 hours per week).

STATUS: YACVic pays above Award rates (\$23.65 per hour and \$25.72 per hour).

LOCATION: Melbourne CBD

BACKGROUND

VIYAC is statewide network of Indigenous young people who volunteer their time to meet regularly to provide a voice for Indigenous young people to government and community on a range of issues that impact upon them and their communities. VIYAC provides a forum for Indigenous young people to come together to develop their ideas, their passions and interests, in a culturally safe, structured and supportive environment. VIYAC is committed to supporting its members to build their skills and capacity and operates on youth participation and self-determination principles.

YOUTH AFFAIRS COUNCIL OF VICTORIA (YACVic)

The Youth Affairs Council of Victoria Inc. (YACVic) is the auspice organisation for VIYAC.

YACVic is the peak body and leading policy advocate on young people's issues in Victoria. YACVic's vision is for a Victorian Community that values and provides opportunity, participation, justice and equity for all young people. YACVic house and support VIYAC however VIYAC work under a self-determination model, where all decisions relating to VIYAC projects and activities are determined by the VIYAC itself.

POSITION PURPOSE

The project officer will be working in collaboration with the State Coordinator and VIYAC members to develop and implement VIYAC activities and events. The main events the project officer will be responsible for is the VIYAC Community Spirit Police Award and a State-wide Gathering of Indigenous young people.

The right person for this role is one that has passion; drive and commitment to ensuring Indigenous young people's voices are being heard.

KEY RESPONSIBILITIES

- Attend meetings, forums, consultations and advisory groups for VIYAC as determined by the VIYAC State Coordinator.
- Provide administration and communication support to VIYAC members to enable their engagement in VIYAC activities and events.
- Provide advice on networking opportunities that will build positive relationships between VIYAC and Indigenous young people and their communities and Indigenous and non-Indigenous organisations.
- Speak at events, meetings, conferences & forums where required.
- Provide administration support to VIYAC activities as determined by VIYAC State Coordinator. Key activities and events include the VIYAC Community Spirit Police Award, State-wide Gathering and VIYAC meetings.
- Provide administration and communication support to VIYAC State Coordinator.
- Assist in the recruitment and induction of new VIYAC members including sourcing skill development opportunities.
- Regularly update and maintain VIYAC website and social media sites and provide advice on the development of a new website for VIYAC.
- Develop (with assistance from YACVic Communications Officer) a VIYAC newsletter to be distributed electronically and by mail on a monthly basis.
- Build and maintain a comprehensive database of VIYAC contacts.
- Carry out any other duties as required by the VIYAC State Coordinator.

KEY SELECTION CRITERIA

Applicants must address each of the key selection Criteria. Aboriginal and Torres Strait Islander people, in particular young people are encouraged to apply.

1. Strong understanding of Victorian Koori community and culture and the issues impacting on it, in particular young people.
2. Experience in working with both the Indigenous community and youth sectors.
3. Experience in working with young people, in particular Indigenous young people.
4. Experience in managing events and activities within identified timeframes and budgets.
5. Excellent communications skills both verbally and written.
6. Ability to work independently and be responsible for own initiative to complete tasks.
7. Ability to work effectively as part of a team and with volunteers.
8. Ability to work with key stake holders and partners.
9. Capacity to travel to locations either independently or with VIYAC State Coordinator and members to carry out VIYAC activities.
10. Sound computer competency including excel, word and Microsoft Office Outlook.

DESIRABLE CRITERIA

1. High level event management skills
2. Skills in website and social media development

HOURS OF WORK

The majority of the work will be carried out in normal business hours, however some weekend work will be required.

REPORTING AND SUPERVISION

The Project Officer will report to the VIYAC State Coordinator. This position is subject to a three month probationary period.

APPLICATIONS

Applications are to be received by Close of Business on Friday 3rd February 2012. All applicants must respond to the 10 key selection criteria.

Please address applications to:

C/O Tim Kanoa, VIYAC State Coordinator via

- Post: Level 2, 172 Flinders Street Melbourne 3000
- Email: viyac@viyac.org.au
- Fax: (03) 9639 1622

For further information, please contact Tim Kanoa by phone (03) 9267 3788 or 0423 608 999 or by email viyac@viyac.org.au