

Projects and Events Support Officer

Position Description

About the Organisation

The Youth Coalition of the ACT is a not-for-profit organisation and the peak body and leading policy advocate on youth affairs in the Australian Capital Territory.

The Youth Coalition undertakes policy development, sector development, research and evaluation, advocacy, and representation activities to improve outcomes for young people and their families. We take an optimistic, solutions-focused and collaborative approach to all our work and advocacy, seeking to work in partnership with community and government to achieve change.

The Youth Coalition organises and delivers a range of meetings, networks, training, forums and other events for workers and services across the youth and community sector, such as (but not limited to):

- Child and Youth Mental Health Sector Alliance: working groups, online meetings, biannual sector forums
- Youth Housing and Homelessness Forum
- Multicultural Youth Affairs Network ACT
- Youth Worker Practice Network
- YOGIES: The Annual Youth Sector Awards held in December
- Training opportunities, such as the 'Talk to Them' DFV & Youth Work training

For further information on the organisation, please visit www.youthcoalition.net.

Position Details

The Youth Coalition is seeking an enthusiastic, reliable, and well-organised Project and Events Support Officer, to provide support across a range of aspects of the organisation. Duties and responsibilities of the role include:

1. Providing logistics and secretariat support to a range of Youth Coalition meetings, networks, training, forums and other events, such as:
 - a. Assisting with the preparation and delivery of events – e.g. liaising with key stakeholders, arranging meetings, preparing catering, room set-up and pack-down
 - b. Preparing meeting papers and taking minutes at meetings.
2. Support the development and dissemination of communications, information and resources to key stakeholders, such as through the Youth Coalition eBulletin and website.
3. Regularly engage with key stakeholders, such as youth workers, and young people.
4. Contribute to regular reporting requirements and evaluation activities alongside other team members.

5. Other tasks as agreed at the direction of the CEO, including general administrative support to the organisation.

Conditions of Employment

1. Position Level: Community Services Worker Grade 3.1 – Grade 4.4, commensurate with experience.
2. Hours available: 0.5 – 0.7 FTE (17.5 – 24.5 hours per week), to be negotiated with the CEO.
3. Under Youth Coalition employment conditions, the hourly rate for this role will be \$40.55 (3.1) – \$50.35 (4.4).
4. This is a fixed term position for 12 months. The position is subject to an initial probationary period of 6 months.
5. This position is based at the Youth Coalition office in O'Connor, ACT. Candidates must be eligible to work in Australia, and hold a current Working with Vulnerable People Check

Key Qualities and Skills

We are seeking applicants who have a strong attention to detail, a high level of enthusiasm and willingness to learn, and who are reliable and highly organised. This position will provide support across the organisation and work alongside all team members. As such, an ability to multi-task and willingness to 'pitch in' and help out across several activities and projects is necessary.

Selection Criteria

Essential:

1. Highly organised, with strong attention to detail and time-management skills.
2. Ability to engage respectfully with a range of diverse stakeholders, including youth and community workers, government representatives and young people.
3. Ability to work independently and use initiative; and to be part of a small team with a willingness to pitch in and help out.
4. Competent writing skills (though it is not necessary for applicants to have prior experience providing secretariat support at meetings).
5. Knowledge of and a commitment to the principles of social justice.

Desirable:

1. Awareness of, or experience working within, youth services or the broader community sector in the ACT.
2. A current Driver's License, and access to your own vehicle for occasional work-related travel (travel during work hours is reimbursed).

How to Apply

1. Provide an up-to-date resume outlining your prior experience, qualifications or training relevant to this role.
2. Provide a statement addressing the above selection criteria. You should provide an example for each that demonstrates your skills or experience. (Max 3 pages).

Submit your application via email to:

Sharon Casey
Business Manager
sharon@youthcoalition.net

If you have any questions about the role, please contact Sharon via email or on 02 6247 3540.

Applications close 9am Tuesday 1st October