

Director, Workforce Capability and Practice

POSITION	Director, Workforce Capability & Practice
LEVEL	Community Services Worker, Grade 7
REPORTS TO	Chief Executive Officer
SALARY	\$119,089 – 124,065 + 12% Superannuation \$65.43 – \$68.17 hourly rate
HOURS	0.8 – 1 FTE (based on 35 hour week)
TENURE	This is a fixed term position, until 30 June 2027.

THE YOUTH COALITION OF THE ACT

The Youth Coalition of the ACT is the peak youth affairs body 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 are responsible for representing and promoting the rights, interests and wellbeing of the estimated 78,000 young Canberrans aged 12-25 years and those who work with them.

For more information about the Youth Coalition visit: www.youthcoalition.net/about

ABOUT THE ROLE

The Director – Workforce Capability & Practice will work closely with youth workers and youth services in the ACT, to deliver projects and activities which support the youth sector to build its capacity and capability. The successful applicant will have career experience in the youth sector, in both frontline youth work and team leader roles.

This position aims to:

- Build the capacity and capability of the ACT Youth Sector Workforce and ACT service system to better support young people and their families;
- Manage a range of individually funded projects that contribute to the strategic direction of the Youth Coalition; and
- Engage with young people, youth services and other stakeholders to inform the advocacy work conducted by the Youth Coalition.

This role will be part of a small, supportive Youth Coalition staff team, with a diverse skill set, who work together to deliver high-quality outputs.

RESPONSIBILITIES

- Undertake planning, coordination, and delivery of training and workforce development opportunities for workers and services
- Project manage activities that include consultation, planning, implementation, monitoring and evaluation, alongside the Youth Coalition team
- Plan, implement and facilitate forums, networks and activities to support the exchange of information, skills and ideas
- Identify and respond to emerging and ongoing needs of young people and the youth sector
- Develop and disseminate information and resources
- Develop and maintain effective networks as a part of a broader organisational communication strategy
- Provide representation and advocacy on external committees, working parties and forums
- Support the development and implementation of youth participation activities
- Liaise with a diverse range of stakeholders, including vulnerable young people, community sector and government
- Contribute to external and organisational reporting requirements and evaluation activities
- Other tasks as agreed with the Chief Executive Officer

WHAT WE CAN OFFER YOU

The Youth Coalition recognises that the staff of the organisation are its greatest asset. The Youth Coalition employs under the conditions outlined in the Community Sector Multiple Enterprise Agreement (Australian Capital Territory) and offers above MEA or award salary and conditions. The Youth Coalition prides itself as Equal Opportunity Employer, and aims to be an employer of choice in the community sector.

We also offer a range of incentives to encourage, support, attract and retain staff, including:

- Flexibility to work between the hours of 7:00 am and 7:00 pm, Monday to Friday as negotiated
- A hybrid of in-office and work-from-home arrangements is available for this role; however, applicants should be aware that this role requires a significant amount of in-person attendance at meetings, networks and training, primarily between (but not limited to) the hours of 9am – 3:30pm
- Additional week of paid leave during the shutdown at the end of year holiday period
- A 35-hour full time working week
- Birthday leave
- Free parking
- Part of the ACT Portable Long Service Leave Scheme
- Additional personal and study leave provisions

The Youth Coalition also provides many opportunities for staff to develop professionally and personally. These include representation and advocacy on high level advisory committees, leading sector wide initiatives, partnering with tertiary institutions, developing and implementing innovative research and consultation models, and providing opportunities to contribute to a range of publications.

ROLE REQUIREMENTS

- Minimum of 5 years' experience in the youth sector, including frontline youth work and team leader experience
- Experience creating safe, supportive, and empowering environments for young people who may have experienced trauma, mental ill-health, discrimination, or marginalisation
- Strong time management and organisational skills, maintaining workloads across multiple projects
- Working With Vulnerable People Registration
- Driver's license and access to a private vehicle for work related travel (mileage allowance is provided)

DESIRED SKILLS AND EXPERIENCE

- Public presentation skills; such as experience delivering training, workshops or facilitating group discussions
- Existing knowledge, or ability to develop knowledge of youth services and programs in the ACT, and to establish connections with the ACT Youth and Community Sector
- Well-developed oral and written communication and interpersonal skills
- Advocacy and networking skills
- Interest and/or experience in social justice and the issues that impact young people
- Experience in organising events, forums or meetings

TO APPLY FOR THIS ROLE

Applications should include:

- Cover letter: Outlining your interest in this role
- Current resume: Outlining relevant skills and experience; and contact details for at least two referees. Referees will not be contacted until after the interview stage
- Statement addressing the Application Questions (see below): Up to 2-page response

APPLICATION QUESTIONS

Address the following questions in no more than two pages, and in consideration of the required and desired skills and experience listed above.

1. What are the principles or ways of working, that would provide the foundation for your approach to taking on a leadership role in the sector, to deliver effective workforce capability and practice support?
2. This role involves working autonomously on projects, while also contributing to shared organisational activities and being part of a team. What skills, values and personal qualities would you bring to this role?
3. Describe your approach to communicating and engaging with a diverse range of stakeholders, including young people, youth workers, and community and government stakeholders. How would you engage appropriately with different stakeholder groups?



FOR MORE INFORMATION

Applications are due by **10am on Tuesday 15 July**, and should be directed to:

Hannah Watts
CEO, Youth Coalition of the ACT
ceo@youthcoalition.net

We anticipate that interviews will occur during the week of 21-25 July.

If you have questions regarding this position, please contact Hannah via the above email address, to arrange a time for a phone call or to submit your questions via email.