

VICTORIAN STUDENT REPRESENTATIVE COUNCIL

The Youth Affairs Council of Victoria auspices the Victorian Student Representative Council (VicSRC). The VicSRC is an organisation of secondary school students that aims **to be a representative body for Victorian secondary school students, and to strengthen SRCs** by providing a network linking students and student representative bodies across Victoria.

The VicSRC is organising a series of SRC conferences throughout Victoria mainly in Term 2. These conferences will enable students to share information about what is happening on their SRCs, learn about what SRCs can do, and get training in being more effective representatives. The conferences provide an opportunity for students from a range of areas to engage with the VicSRC. The events are a mixture of workshops, fun activities, learning opportunities, meeting other students and formal decision-making.

POSITION: Conference Facilitator

STATUS: This position is offered on a Casual basis at an hourly rate of \$24.12 (above SACS Award rate)

It is expected that there will be between 10-13 conferences during this time and that this would equate to approximately five weeks full time work mainly during April and May with one or two dates in March.

LOCATION: Melbourne CBD.

MAJOR DUTIES

1. Liaise with local partners to organise conferences.
2. Co-ordinate statewide conference publicity and local follow up.
3. Respond to school enquiries regarding the conferences.
4. Process registrations and maintain database of conference attendees.
5. Facilitate conference program in multiple locations.
6. Updating the VicSRC webpage with conference information.
7. Co-ordinate the preparation of conference materials.
8. Carry out any other duties as required by the VicSRC Executive.

KEY SELECTION CRITERIA

1. Experience with Student Representative Councils in secondary schools, preferably in Victoria;
2. A commitment to student participation;
3. Experience in event facilitation, preferably for secondary students;
4. Organisational and logistical capability;
5. Interpersonal and liaison skills;

6. An ability to work effectively and efficiently with capability to take initiative to complete allocated tasks;
7. Computer literacy and ability to produce materials and records relevant to the position using a computer;
8. Willingness to travel outside the Melbourne metropolitan area and a current drivers license.

OTHER RELEVANT SKILLS, KNOWLEDGE, EXPERIENCE

An understanding of and commitment to, the concepts of equity, access and participation, equality of opportunity, particularly in regard to those disadvantaged by age, gender, gender identity, sexuality, ethnicity, geographical location, disability, education, and economic or social circumstances.

Referees

Applicants should provide the contact details of two referees, one of whom has witnessed your group facilitation skills.

PROJECT MANAGEMENT, REPORTING & ACCOUNTABILITY

This VicSRC Project is managed through and located at the Youth Affairs Council of Victoria.

YOUTH AFFAIRS COUNCIL OF VICTORIA

The Youth Affairs Council of Victoria Inc. (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.

The main function of YACVic is to make representations to government and serve as an advocate for the interests of young people, workers with young people and organisations that provide direct services to young people. YACVic's resources are primarily directed towards policy analysis and development through consultation with its constituency. YACVic also resources the information needs of its members through regular updates and by facilitating networking within and beyond the Victorian youth sector.

YACVic is governed by a volunteer Board and managed by a paid secretariat. The Council's core funding comes from the Victorian Government's Office for Youth.

The Conference Facilitator reports to and is accountable to the VicSRC Executive for broad project directions and, on a day-to-day basis, to the VicSRC Coordinator.

EMPLOYMENT CONDITIONS

YACVic is an Equal Opportunity Employer and has a smoke free working environment. The position is available to be worked between the hours of 8:30am and 6:30pm, Monday to Friday as negotiated.

This position is offered on a casual basis.

Applications close: Wednesday February 24th 2010

<p>The VicSRC is supported by the Department of Education and Early Childhood Development.</p>

Contact: VicSRC, C/o YACVic, Level 2, 172 Flinders Street, Melbourne 3000;
vicsrc@yacvic.org.au