



VicSRC Digital Project Coordinator

Hours: 0.4 FTE (15 hours per week)

Remuneration: \$36 - \$38 per hour classified under SCHADS Award at Employment Level 5.1 (YACVic pays above award rates)

Status: fixed-term 6 month contract

Location: Based in Melbourne CBD.

About the Victorian Student Representative Council

The [Victorian Student Representative Council \(VicSRC\)](#) is the peak body representing school-aged students in Victoria. The VicSRC's vision is a world where all children and young people have access to education that is student-led, student driven and student focussed. The organisation exists to empower all student voices to be valued in every aspect of education. The VicSRC is auspiced by the Youth Affairs Council Victoria (YACVic). VicSRC core funding comes from the Victorian Department of Education and Training (DET).

About the Youth Affairs Council Victoria (YACVic)

The Youth Affairs Council Victoria (YACVic) is the peak body and leading policy advocate on young people's issues in Victoria. YACVic's vision is that young Victorians have their rights upheld and are valued as active participants in their communities. YACVic is an independent, not-for-profit, member-driven organisation that represents young people (aged 12–25 years) and the sector that works with them.

About the role

The VicSRC is seeking an experienced project manager with digital communications know-how and the ability to translate website jargon into plain English. The VicSRC is creating an innovative new online platform to celebrate, share and support Student Voice within Victoria and internationally.

Major Duties:

1. Coordinate the development, implementation and launch of VicSRC's Student Voice Hub (SVH) 2018.
2. Organise face-to-face consultations and focus groups with stakeholders (students, teachers and school leaders) about the Student Voice Hub development.
3. Liaise directly with the website developers to ensure the project is delivered accurately and on time.
4. Produce and/or edit written content to complement the VicSRC's Student Voice Hub as needed.

5. Work closely with the SVH working group - a team of volunteers, including students - to create the content and structure of the Student Voice Hub. This will include acting as a conduit between the working group and the website developers to ensure both parties are receiving accurate information in a timely manner.
6. Maintain strong working relationships with the VicSRC Student Executive, VicSRC Members, YACVic and Department of Education and Training and other key stakeholders as appropriate.
7. Contribute to and participate in VicSRC and YACVic meetings and events as required.

You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

Reporting

This role reports to the VicSRC Executive Officer. This role has no direct reports.

Key Selection Criteria:

1. Demonstrated experience in project management, including exceptional organisational and time management skills, and an eye for detail.
2. Demonstrated understanding of the concepts of student voice and youth participation and/or relevant experience of coordinating collaborative or co-designed projects with young people.
3. Demonstrated ability to create impactful content to engage a diverse range of stakeholders.
4. Demonstrated experience in developing online resources and websites, including familiarity with custom CMS and Wordpress.
5. Demonstrated ability in two-way translation of website jargon between target group/stakeholders and web developers.
6. Demonstrated ability to work independently and display initiative and creativity, and to create and maintain professional networks.
7. Demonstrated understanding of appropriate behaviours when engaging with children and young people from diverse backgrounds and commitment to the Code of Ethical Practice for the Victorian Youth Sector.
8. Qualifications relevant to the role or equivalent in work experience.

Employment conditions

The VicSRC Digital Project Coordinator is a YACVic employee.

YACVic is an Equal Opportunity Employer. People with disabilities, people from culturally and/or linguistically diverse backgrounds and Aboriginal people are encouraged to apply for this position.

YACVic promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal or those from refugee or migrant backgrounds. We take child protection very seriously. All employees are subject to screening and assessment against child safety standards, including rigorous background, identity and reference checks. The successful

applicant will require a current Working with Children Check and Police Check (costs reimbursed) and must agree to adhere to our child safe policy and code of conduct.

Application Process

Applications should be addressed to Nina Laitala, VicSRC Executive Officer, and emailed to eo@vicsrc.org.au with *VicSRC Digital Project Coordinator* in the subject line and **must** include:

- a brief cover letter/email stating where you saw the job advertised;
- your resume, including contact details for a minimum of two referees, including your last line manager (we will not contact referees without your permission).
- a separate document detailing your response to each Key Selection Criteria.

Applications close 2pm Thursday 8 February 2018 with interviews to be held on Monday 12 February in Melbourne CBD.

If you have any questions about the role, please contact Nina Laitala on (03) 9267 3744.