



VicSRC Project Coordinator

Hours: 4.5 days (34.2 hours) per week

Remuneration: \$36.37 - \$38 per hour classified under SCHADS Award at Employment Level 5.1

Status: Fixed-term contract until 30 June 2020, with potential to be ongoing, subject to funding.

Location: Based in Melbourne CBD, with regular metropolitan and regional travel in Victoria.

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 Project Officer is responsible for managing the development, delivery and evaluation of four VicSRC projects:

1. [Teach the Teacher](#) – a student-led professional learning program for teachers, where everyone has a voice. Teach the Teacher provides a space for students, teachers and principals to connect, explore and share ideas about the teaching and learning environment.
2. Primary School Engagement Project – a 12 month project to create Student Voice resources, training and event opportunities for primary schools.
3. [Student Voice Workshops](#) – a series of workshops across the state to empower students and teachers to work together on student led action.
4. Catholic Education Melbourne – a partnership between VicSRC and Catholic Education Melbourne which will support schools in the Archdiocese of Melbourne to embed student voice in everything they do.

Major Duties:

1. Manage, implement, review and oversee the evaluation and ongoing development of the Teach the Teacher program, including maintenance of the Teach the Teacher website.
2. Coordinate the Primary School Engagement Project including developing new and existing VicSRC resources, events and training.

3. Oversee the VicSRC and Catholic Education Melbourne (CEM) partnership including the delivery of the annual work plan, participate in reference group meetings, and support communications between VicSRC and CEM.
4. Work with an external evaluator to measure the impact of the Teach the Teacher Ignite program and the Primary School Engagement Project in schools and assist in the collection of data to evaluate the program.
5. Develop and coordinate training for students and teachers in multiple locations across Victoria through bespoke training workshops and the Student Voice Workshops from 2019.
6. Manage the casual facilitators to deliver Teach the Teacher training, bespoke training and Student Voice Workshops as needed.
7. Engage with principals, teachers and students and provide support to effectively deliver the VicSRC projects in a sustainable way.
8. Stakeholder management with schools, DET and other stakeholders to build and maintain strong working relationships.
9. 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 and manages two casual facilitators.

Key Selection Criteria:

1. Qualifications relevant to the role i.e. Teaching, Youth Work, or Community Development.
2. Demonstrated experience in project management with highly developed planning and organisational skills and the ability to balance multiple tasks efficiently.
3. Demonstrated understanding of student voice and youth participation, with experience in working collaboratively with young people.
4. Experience in managing and supporting staff, including providing quality supervision.
5. Demonstrated experience facilitating groups of children, young people and adults.
6. Strong interpersonal, verbal and written communication skills with the ability to identify appropriate style with varying audiences.
7. Demonstrated ability to work independently, display initiative and creativity.
8. 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.
9. Demonstrated experience and ability in using emotional intelligence to build and maintain productive relationships with a wide variety of stakeholders; from primary school students to staff at the Department of Education and Training.
10. A current Victorian driver's license and a willingness to travel throughout Victoria and occasionally work outside ordinary business hours.

Desirable

- Experience in maintaining a website.

Employment conditions

The VicSRC 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

Email your application to Liz Leahy, People & Culture Manager at l Leahy@yacvic.org.au with *VicSRC Project Coordinator* in the subject line.

In order to be considered for this position, you **must** include:

- a brief cover letter 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.

Only applications that follow the above process will be accepted and considered for interview.

Applications close 9am Monday 16 July 2018 with interviews to be held on Friday 20 July in Melbourne CBD.

If you have any questions about the role, please contact Nina Laitala, VicSRC Executive Officer on 0411 679 050.