



VicSRC Student Engagement Assistant

Hours: 0.7 FTE, 3.5 days per week (including one Saturday afternoon per month)

Remuneration: \$27 - \$29 per hour classified under SCHACDS Award at Employment Level 3.1.

Status: Fixed-term 12 month contract, with potential to be ongoing subject to funding.

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 student-focused education system that enhances young people's capacity to change the world. 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's 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 Student Engagement Assistant is a role dedicated to supporting students directly participating with the VicSRC, including the VicSRC Student Executive Team and Ambassadors, and providing administration assistance to the VicSRC Student Engagement Coordinator.

Major Duties:

- Support the VicSRC Executive Team and VicSRC Ambassadors by preparing meeting agendas and briefing papers, attending meetings, taking minutes and following up actions with relevant staff and student members.
- Organise Student Executive Team and VicSRC Ambassadors' meetings, camps and training events.
- Support the development of the VicSRC Ambassadors Program.
- Provide project support for the Student Executive Team.
- Support the VicSRC Executive Officer and the Student Executive Team with administrative and other tasks as directed.

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 Student Engagement Coordinator. This role has no direct reports.

Key Selection Criteria

1. Demonstrated understanding of and interest in student voice or youth participation.
2. Proven organisational and time management skills, with the ability to manage competing demands.
3. Demonstrated understanding and experience of working appropriately with young people, including those with diverse needs and/or background.
4. Demonstrated commitment to the Code of Ethical Practice for the Victorian Youth Sector.
5. Excellent written and verbal communication skills.
6. A strong focus on accuracy and attention to detail.
7. Demonstrated ability to support others and build strong working relationships.
8. Willingness and capacity to travel throughout Victoria and work occasional evenings or weekends when required.

Employment conditions

The VicSRC Student Engagement Assistant 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 lleahy@yacvic.org.au with *VicSRC Student Engagement Assistant* in the subject line. Only applications that include the below documents will be accepted and considered for interview.

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

Applications close 9am, Tuesday 12 June 2018 with interviews likely to be held on Friday 15 June in Melbourne CBD.

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