



## **VicSRC Student Engagement Coordinator**

**Hours:** 0.8 FTE (30.4 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 contract until 30 June 2020, 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 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 Student Engagement Coordinator is a new role dedicated to increasing the number of students directly participating with the VicSRC and supporting current student activities including the VicSRC Executive and Ambassadors.

This role will also work directly with the Department of Education and Training (DET) to support students from VicSRC and other stakeholder groups in the establishment of a new student advisory group.

### **Major Duties:**

1. Provide support for the VicSRC Executive and Ambassador students in preparing for stakeholder meetings, policy submissions, and developing advocacy strategy.
2. Develop and coordinate the VicSRC Ambassador program.
3. Increase opportunities for student participation within VicSRC and increase diversity within current VicSRC activities
4. Work closely with the Executive Officer to create more strategic opportunities for student participation within the VicSRC and the education sector.

5. Work directly with the DET to identify and recruit members for their new student advisory group.
6. Assist the DET to support members of the student advisory group to prepare for student-led meetings and forums.
7. Maintain strong working relationships with the VicSRC Student Executive, VicSRC Members, YACVic, DET and other key stakeholders as appropriate.
8. 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 one direct report – the VicSRC Student Assistant.

## **Key Selection Criteria**

1. Proven, well-developed understanding of the Victorian school-aged education sector and policy environment.
2. Demonstrated ability to work with diverse young people within a youth participation framework.
3. Excellent communication skills, including the ability to facilitate workshops and meetings, and to create and maintain professional networks.
4. Highly developed organisational skills with ability to balance multiple tasks efficiently.
5. Demonstrated ability to work independently and display initiative and creativity.
6. 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.
7. Qualifications relevant to the role or equivalent in work experience.
8. Willingness and capacity to travel throughout Victoria and work occasional evenings or weekends when required.

## **Employment conditions**

The VicSRC Student Engagement 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 [admin@vicsrc.org.au](mailto:admin@vicsrc.org.au) with *VicSRC Student Engagement 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 9am Monday 26 February 2018 with interviews to be held on Friday 2 March in Melbourne CBD.

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