



## **VicSRC Administration Assistant**

**Hours:** Part time, 2 days per week (15 hours per week).

**Remuneration:** \$51,376-\$55,328 pro-rata classified under the SCHADS Award at Employment Level 2 (YACVic pays above award rates)

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

**Location:** Based in Melbourne CBD. This role may require some travel within Victoria and occasional weekend and after-hours work.

### **About the Victorian Student Representative Council (VicSRC)**

The Victorian Student Representative Council (VicSRC) is the peak body representing school-aged students in Victoria. The organisation exists to empower all student voices to be valued in every aspect of education. VicSRC is auspiced by and shares an office with the Youth Affairs Council of Victoria (YACVic).

### **About Youth Affairs Council of Victoria (YACVic)**

The Youth Affairs Council of 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 office is a friendly and thriving workplace with increasing administration demands. We need someone who enjoys being busy, handles multiple tasks at once and can remain calm under pressure.

This is an exciting entry level role for the right candidate who is looking for a start in a professional office environment. We encourage young people embarking on, or early in their careers to apply.

### **Key responsibilities**

- Perform general administrative tasks, including (but not limited to) answering the phone, responding to general email enquiries and assisting staff with administrative needs including event administration support, meeting logistics, petty cash reconciliation and diary management.
- Organise VicSRC staff meetings and training events.
- Management of the VicSRC engagement databases.
- Support the VicSRC Executive Officer with administrative and other tasks as directed.
- Perform 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.

## 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 backgrounds, and commitment to the Code of Ethical Practice for the Victorian Youth Sector.
4. Excellent written and verbal communication skills.
5. A strong focus on accuracy and attention to detail.
6. Demonstrated ability to support others and build strong working relationships.
7. Excellent computer skills including knowledge of all MS Office programs.

## Employment conditions

The VicSRC Administration 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 [eo@vicsrc.org.au](mailto:eo@vicsrc.org.au) with *Administration Assistant* 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 Wednesday 10th January and interviews are likely to be held on Friday 12th January in Melbourne CBD.

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