



# Position Description

<b>Position title</b>	Training and Co-design Coordinator (Advisory Service)
<b>Employment basis</b>	22.5hrs (0.6 FTE) per week; with potential for additional hours dependent on work demands. Two years fixed term.
<b>Remuneration</b>	SCHADS Award Level 5.1, plus superannuation
<b>Reports to</b>	Advisory Service Manager
<b>Direct reports</b>	Youth Consultants (casual) and interns
<b>Key relationships</b>	<p><u>Internal</u>: CEO, Advisory Service Manager, Policy &amp; Sector Engagement Manager, Finance Manager, Engagement and Communications Officer</p> <p><u>External</u>: Youth and community sector organisations, young people across WA, various Government Departments and Local Government Authorities (LGAs), key funding bodies, YACWA members</p>
<b>Location</b>	Level 5, 200 Adelaide Terrace, East Perth Travel to other metropolitan and regional sites as required
<b>Accessibility</b>	The YACWA office is wheelchair accessible, with accessible and gender-neutral bathrooms

## About YACWA

The Youth Affairs Council of Western Australia (YACWA) is the peak non-government youth organisation in Western Australia. We operate as a human rights organisation that connects and builds the capability of young people, the sector, and communities. Our vision is for all young people in Western Australia to be respected, valued and enabled to shape the world they live in. Our role is to strengthen the trust, cooperation, collaboration, professionalism, and voice of the youth service sector to better serve young people in WA. We encourage you to have a look at our [website](#) and [social media](#) to learn more about us and the work we do.

## About the role

YACWA is widely acknowledged as a leader in the field of current youth engagement and participation best practice. This reputation has a national profile and is supported by academic research, proven training, project management and, most importantly, extensive engagement with children and young people. YACWA's Advisory Service delivers purpose-driven fee for service work for a range of clients. This work primarily focuses on:

- Developing organisational youth plans and strategies
- Developing and facilitating training and workshops for the sector and for young people
- Co-designing and delivering youth engagement and consultation opportunities
- Co-designing and delivering youth events
- Developing and supporting Youth Advisory Groups (YAGs)
- Advising on peer-led work and research

The Training and Co-design Coordinator will work alongside the Advisory Service Manager to drive YACWA's fee for service work and develop sustainable new business opportunities in line with YACWA's strategic plan and direction. The focus of this role is to lead YACWA's training and workshop development and delivery, as well as to design and deliver youth co-design and consultation projects, as they occur. This will involve building on existing connections and developing new opportunities with youth and community sector organisations, local and State government departments, and relevant corporate entities. YACWA's current suite of Advisory Service training and workshops for young people and the sector can be viewed [here](#).

The successful candidate will have a long-term vision to work collaboratively to build the viability and sustainability of YACWA's Advisory Service.

## Key tasks

- Build strong relationships and networks with key stakeholders from a range of sectors
- Actively promote YACWA's suite of youth and sector training and develop new opportunities
- Develop and deliver face-to-face and online training and workshops that increase the knowledge and confidence of organisations to deliver youth participation best practice
- Develop and deliver face-to-face and online training and workshops to young people with a focus on increasing their advocacy, project development, and change-making skills
- Design and deliver consultations, co-design projects, and Youth Advisory/Reference Groups with young people
- Support the development of quotations for new pieces of Advisory Service work that relate to training and youth consultation
- Review and analyse consultation data
- Support the development of reports for clients
- Create and design online and print promotions and communications for training and consultation
- Provide support and supervision to the Youth Consultants to co-design and deliver training and youth consultation
- Implement strong safeguarding practices in all engagements with young people
- Other duties as required

# Selection criteria

## Essential

- Strong understanding of the youth and community services and Government sectors in WA
- Excellent workshop and training development and facilitation skills in a variety of settings, including young people and the youth sector
- Demonstrated knowledge of, and competence in, youth consultation and youth-led co-design projects
- A high standard of written communication and research skills, including experience of analysing data and drafting reports
- Ability to take initiative, drive the training arm of the Advisory Service and to work with limited supervision
- Exceptional organisational and time management skills, including an ability to prioritise and work within tight deadlines and independently problem-solve
- Strong skills in developing workshop materials, including experience of using Canva
- Excellent IT skills, including MS Office Suite

## Desirable

- Existing networks within the youth and community sector, including LGAs
- Knowledge of current federal, state, local and non-government social policy issues relevant to young people and the community services sector
- Experience in costing projects and developing quotations
- Experience supporting and leading staff
- Experience in developing social media campaigns and/or online content

## You need to have

- Federal Police Clearance within the past three months (note that a recorded conviction will not automatically exclude you from employment)
- WA Working with Children Check (WWCC)
- Right to work in Australia
- Current WA driver's license
- Reliable vehicle for metropolitan travel with a minimum of third party insurance
- Capacity to undertake regional travel in WA (essential)

## What YACWA offers

- A respectful, open, and supportive team that values equity, fairness, and mutual support
- Flexible working arrangements, including some ability to work from home (upon discussion and agreement with the Advisory Service Manager).
- Connections to extensive networks in the youth and community services sector
- Access to a free and confidential Employee Assistance Program (EAP)
- Learning and development opportunities to build your skills and develop your potential
- Opportunities to contribute across portfolio areas within the organisation

*YACWA adheres to the National Principles for Child Safe Organisations and has an organisational culture, policies and practices that places the safety and wellbeing of children and young people at the centre of decision-making. This applies in recruitment and onboarding processes and in the delivery of all our events and activities.*