



## Position Description

<b>Position title</b>	Project Officer - Consultancy
<b>Relevant award</b>	Social, Community, Home Care and Disability Services (SCHADS) Industry Award
<b>Employment basis</b>	Fixed term, part-time for six-months upon commencement, with likely extension
<b>Remuneration</b>	Level 4.1, plus super guarantee, and four weeks annual leave (pro-rata)
<b>Hours</b>	22.5 (three-days) per week, with potential for overtime (if desired)
<b>Reports to</b>	Lianda Gibson, Business Development and Consultancy Manager
<b>Direct reports</b>	None
<b>Key relationships</b>	<i>Internal:</i> CEO, YACWA management team, casual Youth Consultants, other YACWA staff  <i>External:</i> Young people, youth sector staff, Government workers
<b>Location</b>	Level 2, 196 Oxford Street, Leederville, WA, however the role will require travel throughout the Perth metropolitan area and some regional travel.
	* <i>The YACWA office is wheelchair accessible, with accessible and gender-neutral bathrooms</i>

### About YACWA

The Youth Affairs Council of Western Australia (YACWA) is the **peak non-government youth organisation in Western Australia**. We represent the interests and needs of young people and the youth sector to key decision-makers in our goal to address the exclusion of young people in a rapidly changing society. We centre young people in decision-making, policy and program development and champion meaningful youth engagement and participation in WA. Our work is governed by four guiding principles of respect, equity, integrity, and the celebration of diversity.

We encourage you to have a look at our [website](#) and [social media](#) to **learn more about us** and the work we do with young people and the youth sector.

## About this role

**YACWA Consulting** is the **fee for service arm** of the organisation. With over 40 years of experience working with young people and the sector that supports them, YACWA is ideally placed to assist organisations in a consulting capacity. Over the last few years, our work in this space has increased significantly and we are regularly contracted by organisations to help them with the following:

- Developing youth plans and strategies
- Supporting them to develop best practice Youth Advisory Groups (YAGs)
- Developing and facilitating youth forums for the sector and/or young people
- Designing and delivering youth engagement and consultation opportunities
- Assisting with youth peer-led work, including training
- Reviewing and providing feedback on youth programs and services, including best practice youth engagement and co-design

YACWA also has a range of **training** that we can deliver to young people and the youth sector. Some of this is complete and some is still in development. These are on topics such as advocacy, peer research, youth participation, youth advisory groups and more.

The demand for fee for service work has increased to the point that it now needs an **expansion of staff**. This is to ensure that YACWA is able to fully achieve pillar two of our Strategic Plan, which is 'supporting services to be effective' and specifically:

- Supporting the youth sector to be competent and confident in delivering evidence-based and high-quality support to young people
- Fostering and facilitating relationships between organisations in the youth sector and in the broader community
- Ensuring that organisations are kept informed of recent trends and developments in best-practice approaches to supporting young people

The **purpose of this role** is to work across a number of projects in YACWA's consultancy portfolio. The Project Officer- Consultancy will support the Business Development and Consultancy Manager and also work with a small team of Youth Consultants to deliver projects. The Project Officer will lead some of the work where this is suitable and have opportunity to oversee areas of the consultancy work when the Manager is on leave.

All business development and consultancy work that YACWA responds to, and fosters is in line with YACWA's strategic plan and furthers our vision of a society where all young people feel valued and supported to develop, thrive, and reach their greatest potential.

## Areas of responsibility

The Project Officer - Consultancy will work with Manager Business Development and Consultancy to deliver high quality pieces of consultancy work. The **role specific and general areas of responsibility** are outlined below.

### Role specific responsibilities

- You will work with the Manager Business Development and Consultancy to design and deliver a variety of youth-focused pieces of work, including workshops, consultations, training, steering groups, surveys, forums etc.
- You will work with the Manager Business Development and Consultancy to build strong relationships and networks with a variety of key stakeholders from across a range of sectors, with a significant focus on the youth sector and local government.
- You will engage with a diversity of young people from across WA.
- You will develop youth-friendly promotional material and/or resources using Canva, social media and other platforms.
- You will deliver administrative tasks such as organising meetings, preparing for consultations and events, booking catering, making phone calls, record keeping and transcribing.
- You will support document development including quotes, writing reports etc.

### General responsibilities

- You'll enjoy supporting and participating in a team culture that values collaboration, continuous improvement, growth, and feedback
- You will be willing to contribute your ideas and experience across other portfolio areas in the organisation where required, to support the overall objectives of YACWA
- You will attend and participate in team meetings and other meetings as required
- You will adhere to all the policies and procedures detailed in YACWA's Policy and Procedures Handbook
- You will participate in regular supervision and relevant professional development

## Selection criteria

*Even if you don't feel you meet all the selection criteria, we would love to hear from you and welcome your application. We also recognise the importance and unique expertise that comes with community connections, cultural qualifications and lived experience and encourage applicants who bring these to the table.*

### Essential skills

- You understand youth issues and the community services sector in WA
- You have a strong understanding of co-design, youth-led projects and the importance of centering young people, and their voice, in project development and delivery
- You have sound project management skills, including project development, project

- administration, budget management and reporting
- You have strong written communication skills across a range of mediums, such as email, social media, reporting etc. This includes strong word processing skills.
  - You have strong interpersonal and verbal communication skills with a variety of stakeholders from young people to youth sector workers, and those in decision-making positions.
  - You have a good working knowledge of Microsoft Office 365 suite and Canva

### **Essential attributes**

- You will have a commitment to support and promote the overall objectives of YACWA
- You will be self-motivated and have the ability to use a high level of initiative, work in a fast-paced, dynamic environment across a range of projects, and prioritise your time accordingly
- You will be adaptable and have the ability to work collaboratively within a small team.

### **You will need to have**

- Federal Police Clearance
- Working With Children Check
- Right to work in Australia
- Current COVID-19 vaccination certificate
- WA Driver's License (this is not essential, but is highly desirable)
- Ability to travel to regional WA sporadically throughout the year

### **What YACWA can offer**

- A respectful, open, and embracing team that values equity, fairness, and mutual support
- Additional paid time of up to two weeks pro-rata during the end of year office shutdown period
- Flexible working arrangements including the ability to work from home and flexibility in working hours. We actively encourage work-life balance!
- Links 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, as well as opportunities to contribute across portfolio areas in the organisation

## How to apply

Please apply for this position by emailing the following documents to [jobs@yacwa.org.au](mailto:jobs@yacwa.org.au) with the subject line: 'Application for Project Officer – Consultancy position'

- A copy of your **resume**
- A cover letter that **addresses the selection criteria** and helps us understand why you would be a great fit for this position and our organisation.

*The written cover letter should be **no more than three pages long**.* We highly recommend you address each selection criteria specifically to enable us to see how you the role.

We are committed to diversity and celebrating all its forms. Please let us know if we can do anything to make the application or interview process more accessible. If you are invited to an interview, we will ask you for any accessibility requirements or preferences.

**The deadline for applications is: 9am, Monday 8<sup>th</sup> August 2022**

Please reach out to Lianda if you would like to arrange a phone call to chat further about the position: [lianda@yacwa.org.au](mailto:lianda@yacwa.org.au) / 0411 066 595.

## Nothing about us without us

We strive to be representative of the community we are working with. We strongly encourage applications from people of colour, those who identify as LGBTIQ+, people living with disability, Aboriginal and Torres Strait Islander people, people from culturally diverse, refugee and migrant backgrounds and those with lived experience.