



Position Description

Position Title	Youth Development Coordinator
Relevant Award	Social, Community, Home Care and Disability Services Industry Award
Employment Basis	Fixed term Full time contract for 24 months upon commencement
Remuneration	SCHADS Award Level 5.1 plus superannuation guarantee and four weeks annual leave (pro-rata)
Hours	38 hours per week – full time
Office Location	Level 2, 196 Oxford Street, LEEDERVILLE WA 6007
Position reports to	Olivia Knowles, Regional Programs Manager
Direct Reports	Youth Homelessness Advisory Committee Project Officer (0.2 FTE) Multicultural Youth Advocacy Network WA Project Officer (0.4 FTE)

ABOUT US

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

We have an exciting new role for a Youth Development Coordinator to create impact across two programs, the Youth Homelessness Advisory Council (YHAC) and the Multicultural Youth Advocacy Network WA (MYAN WA).

The **Youth Homelessness Advisory Council (YHAC)** is a WA youth-led advocacy group for young people with lived experience of homelessness. The Sisters of St John of God Ministries have provided 3 years of funding to re-establish and further the work of the YHAC.

The **Multicultural Youth Advocacy Network of WA (MYAN WA)** provides a voice to the unique issues faced by young people from refugee and migrant backgrounds and ensures that they are integrated into the ongoing advocacy agenda. MYAN WA's mission is to increase positive outcomes for young Western Australians from refugee and migrant backgrounds, through youth empowerment, sector capacity building and advocacy.

To grow and realise the full potential of YHAC and MYAN WA, we are looking for a Coordinator who is passionate about supporting the professional development and leadership of young people to create change, challenge the status quo and improve outcomes for marginalised communities.

You'll be highly motivated and know how to hold space for young people to thrive. We're seeking someone who cares deeply about supporting and amplifying the voices of multicultural young people and young people with lived experience of homelessness. You'll be passionate about building capacity and creating opportunities for young leaders to develop their skills and advocate on issues of importance. You'll enjoy a dynamic work environment, and you'll be self-motivated and flexible to adapt to change. You'll be comfortable managing a 'to-do' list of priorities and nurturing relationships with a broad and diverse range of stakeholders. Your work is grounded in strong ethical practice, and you enjoy using creativity and initiative to grow and deliver projects.

AREAS OF RESPONSIBILITY

The Youth Development Coordinator will provide leadership and program support for the YHAC Trainee, the YHAC participants and the MYANWA Project Officer. You'll ensure things run smoothly and all project key performance indicators (KPIs) are met across both programs so that we can develop young leaders and co-create impact with the communities we represent.

Provide Leadership, Support and Mentoring

- You'll provide direct line management to the YHAC Trainee (0.2FTE) and the MYANWA Project Officer (0.4 FTE) and YHAC members (casual hours)
- You'll support, guide and supervise staff in work practice, ethics and duties, and identify opportunities for mentoring and further development
- You'll support and collaborate with the YACWA Leadership team, including contributing to effective strategic planning for continuous improvement and program growth

Oversee Program Delivery and create positive change

- You'll establish and support the YHAC, including;
 - Recruiting and supporting up to 8 young people with lived experience to establish the Youth Homelessness Advisory Council
 - Overseeing the day-to-day operations of YHAC, including directly liaising and supporting YHAC committee members with their professional needs and linking in with other services where more support is necessary
 - Developing and implementing a tailored training program for the YHAC members
 - Supporting the YHAC to undertake service reviews and develop youth homelessness resources
 - Working alongside the Policy and Advocacy team to support YHAC to actively engage in advocacy ie. policy, program and strategy development
- You'll work with the MYAN WA Project Officer to support migrant and refugee young people and sector development through forums, leadership and capacity-building initiatives and funded projects

You'll build and nurture collaborative relationships with a range of stakeholders, including young people, community organisations, government departments, agencies working with young people experiencing homelessness, and migrant and refugee communities.

General Responsibilities

- You'll enjoy supporting and participating in a team culture that values collaboration, continuous improvement, growth and feedback
- You're willing to contribute your ideas and experience across other portfolio areas in the organisation where required, to support the overall objectives of YACWA

You'll attend and participate in team meetings and other meetings as required

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.

- You understand youth issues and the community services sector in WA, in particular issues relating to young people experiencing homelessness and for refugee and migrant young people living in WA
- You have experience working with young people with complex needs including mental health, disability, homelessness, and young people from refugee and migrant backgrounds, particularly within a community sector setting
- You can work effectively as part of a team, and can assume responsibility and a leadership role, including the capacity and experience to provide staff supervision
- You have sound organisational and project planning and delivery skills, including the ability to manage your time and prioritise tasks, and establish systems for data collection and monitoring
- You have strong communication skills, both written and spoken, including the ability to write reports and communicate with a variety of audiences
- You have a good working knowledge of Microsoft Office 365 suite
- You have highly developed interpersonal and conflict resolution skills
- You are committed to inclusive practice, understand intersectionality and value working with staff and young people from a range of backgrounds
- You'll have tertiary qualifications in a relevant field or extensive relevant experience complemented by quality in-service training

DESIRABLE CRITERIA

- An understanding of practice philosophies and concepts such as Recovery, Trauma-Informed, Person-Centred
- Understanding of and alignment with the WA Youth Work Code of Ethics
- Understanding of Child Safe principles
- Networks in the housing and homelessness sector and multicultural services sector

YOU'LL NEED TO HAVE

- Federal Police Clearance
- Working With Children Check
- COVID-19 Vaccination Certificate
- Senior First Aid
- Right to work in Australia

What YACWA can offer

- A respectful, open and embracing team that values equity, fairness and mutual support
- Additional paid time of up to 2 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 with the Subject Line: 'Application for Youth Development Coordinator'.

- 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 3 pages long.

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, Friday 1st July 2022

Please reach out to Olivia if you would like to arrange a phone call to chat further about the position. olivia@yacwa.org.au / 0460 306 838

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.