**Title:** In and Out Project Coordinator

**Reporting to:** YDAS Programs Manager

**Hours:** 0.6FTE, 22.8 hours per week, 3 days a week, negotiable

Flexible working hours between 7am and 7pm Monday to Friday.

**Remuneration:** $95,736.14 p.a. pro-rated, classified under the SCHADS Award at Employment Level 5.1. (YACVic pays above award rates, with generous T&C.)

**Status:** Fixed term contract, ending June 30 2025, with potential for renewal, dependent on performance and funding.

**Location:** Melbourne CBD office (Queen Street). There may be some travel in Victoria. Working from home arrangements are supported and can be negotiated.

**About Youth Disability Advocacy Service (YDAS)**

YDAS is a core YACVic agency, funded by the Victorian Government. At YDAS, we place the human rights and interests of disabled young people\* at the centre of our work. YDAS undertakes individual and policy advocacy, working with disabled young people to ensure that their human rights are upheld so they can access services and participate as valued and respected members of their communities.

\*In this document YDAS uses identity first language (disabled young people), as per the advice of the YDAS Steering Committee, which is comprised of disabled young people. However, we recognise that language and identity are personal choices, and that some people may prefer to use other terms including person first language (young people with disability).

**About the Youth Affairs Council Victoria (YACVic)**

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 the rights of young people in Victoria are respected, and they are active, visible and valued in their communities. YACVic is an independent, for-purpose, member-driven organisation that represents young people (aged 12–25 years) and the sector that works with them.

YACVic provides additional targeted advocacy and services through our key services, YACVic Rural and the Youth Disability Advocacy Service.

**About the Position:**

As the In and Out Project Coordinator, you will lead a significant project that has the aim of improving the intake and discharge processes of mental health services in rural and regional Victoria. This role requires meticulous project planning, strong relationship building skills, and a history of successful co-design projects. The position involves recruiting and directing a team of 8 disabled young co-designers from rural and regional Victoria who have lived experience of mental health services. The In and Out Project Coordinator will create a series of workshops that support these co-designers to share their lived experience of mental health intake and discharge processes and their ideas for improving these processes. The ultimate goal is to develop two innovative concepts that enhance the accessibility, inclusivity, and safety of mental health services in these areas, and then test them out with relevant organisations.

The In and Out Project Coordinator will work independently, following a project plan and budget, running the project from start to finish. They will draw on their past experience in managing projects and people, and have specialist expertise in co-design, human centred design, design thinking or similar user-led techniques. They will also benefit from having prior experience with developing relationships in highly regulated sectors. In their work they will be supported by the Programs Manager, who will provide templates, processes, and a sounding board; and by YACVic Rural, including two Rural Development Coordinators who are deeply embedded in the Great South Coast and the Southern Mallee, and who can provide access to those communities and organisations. The Project Coordinator will also be involved in grant-mandated Communities of Practice, evaluation and reporting activities.

**Major Duties: What you’ll be doing**

* Lead the project, overseeing all aspects of its implementation.
* Recruit and provide direction to 8 disabled young co-designers, ensuring their meaningful involvement throughout the project.
* Research and gather relevant information to deepen the co-designers' understanding of the intake and discharge processes of mental health services in rural and regional Victoria.
* Facilitate a co-design process through workshops and additional activities, guiding the co-designers in generating ideas to improve intake and discharge processes.
* Liaise with YACVic Rural Development Coordinators and mental health services in the Southern Mallee and Great South Coast regions, fostering buy-in and providing additional context for the co-designers.
* Collaborate with mental health services to pilot and test the two ideas generated by the co-design process.
* Provide reporting on and representation of the project with the Department of Health as part of grant obligations.

You will be required to perform these duties, and any other duties the YDAS Programs Manager may assign to you, having regard to your skills, training and experience.

**Key Selection Criteria: Qualifications and Skills**

1. Tertiary qualifications in a relevant discipline (e.g., youth work, community development training or education or project management) or demonstrated equivalent in work experience (minimum 5 years).
2. Demonstrated significant experience in leading social project planning and management, with the ability to adhere to timelines over a two-year period.
3. Experience managing a diverse and effective team, fostering a supportive and inclusive working environment.
4. Demonstrated experience in facilitating co-design (or equivalent) projects, that involve end users from the outset, advocating for concepts generated by co-designers. This may also include human centred design, design thinking, UX or similar user-led techniques.
5. Excellent interpersonal skills, with the ability to collaborate with individuals from diverse backgrounds; and build rapport, trust and establish relationships in highly regulated environments. e.g. mental health, healthcare, social services, etc.
6. Commitment to the principles of accessibility, inclusivity, and safety, with proven understanding of the unique challenges and nuances associated with accessing mental health services in Victorian rural areas.
7. Demonstrated understanding of appropriate behaviours when engaging with children and young people including from diverse backgrounds, and commitment to the Code of Ethical Practice for the Victorian Youth Sector and the Victorian Child Safe Standards.

**Reporting**

The In and Out Project Coordinator will report to the YDAS Programs Manager, but will also work closely with two Rural Development Coordinators from Great South Coast and the Southern Mallee. This role has eight direct reports, a team of disabled young co-designers.

**Benefits of working at YACVic**

* Generous terms and benefits
* Flexible, disability friendly, family friendly, rainbow friendly
* Fun work culture, with a social purpose, in a fully accessible Melbourne CBD office
* Diversity, working with a dynamic group of youth organisations that includes YACVic Rural and Youth Disability Advocacy Service
* High degree of collegial support & sector-leading professional development

**Employment conditions**

We promote 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 or who identify as LGBTIQA+. We take child protection very seriously.

All employees are subject to screening and assessment against the Victorian Child Safe Standards, including rigorous background, identity and reference checks. The successful applicant must provide a current Working with Children Check and Police Check (costs reimbursed) before commencing in the role and must agree to adhere to our child safe policy and code of conduct.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

**Application Process**

To apply for this position, please submit the following documents to [recruitment@yacvic.org.au](mailto:recruitment@yacvic.org.au):

* A cover letter with a brief introduction about why you make a good candidate plus a response to the key selection criteria.
  + You may submit a written response, or a video/audio response.
  + A video or audio response should be audible and no longer than 10 minutes.
* Your resume detailing your relevant experience and qualifications.
* Contact information for two professional references.

You should include these files as an attachment in the email, or as links via a file sharing service like Google Drive or Dropbox.

**Only applications that follow the above process will be accepted and considered for interview.**

**Applications close at 5pm, 02 June 2024**. Interviews are likely to be the week commencing 03 June 2024.

If you have any questions about the role, please contact Simon Green (he/him) at 0447 678 653 or [sgreen@ydas.org.au](mailto:sgreen@ydas.org.au)

Youth Disability Advocacy Service is an Equal Opportunity Employer and encourages disabled people to apply. We are committed to promoting diversity and inclusion in our workplace.

Disability can include those identify as:

* Having a health condition or chronic illness,
* Neurodivergent,
* Deaf, deaf or hard of hearing,
* Having a mental illness or lived experience of mental health issues,
* Blind or have low vision.