**Title:**  YDAS Programs Officer

**Reporting to:**  YDAS Programs Manager

**Hours:**  0.8 FTE, 30.4 hours a week, 4 days per week (negotiable). Flexible working hours between 7am and 7pm Monday to Friday, with occasional evening and weekend work.

**Remuneration:**  $86,822.77, p.a pro-rated, classified under the SCHADS Award at Employment Level 4.1. (YACVic pays above award rates, with generous T&C).

**Status:**  This is a fixed term contract, ending 23 December 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 encouraged and can be negotiated.

This is a position for a disabled person via the [Special Measures of the Equal Opportunity Act 2010 (Vic).](https://www.humanrights.vic.gov.au/for-organisations/special-measures/#What-is-a-special-measure)

**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 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 role**

The YDAS Programs team delivers workshops, consultations training sessions and co-design projects that support disabled young people to learn about and realise their rights and while also assisting government and service providers to be more accessible and inclusive of disabled young people. The Programs Officer ensures that new and existing projects are organised and delivered successfully. They liaise with organisational clients to scope and shepherd projects through a sales and booking process. They support the YDAS leadership team with grant writing for new government funded projects. This role ensures projects are delivered on time, in budget, and to a high standard of access, inclusion and child and young people wellbeing and safeguarding. The Programs Officer works with the disabled young participants (aged 12 to 25) in these projects. The Programs Officer directs the Programs team on deliverables such as training/workshops, meeting stakeholder milestones and delegating, monitoring and completing project activities.

With the direction, supervision and support of the Programs Manager, the Programs Officer manages their own time, sets priorities, and plans and organises their own work. They do this in alignment with organisational policies and procedures, processes, guides and templates. They need to exercise judgement and contribute knowledge and skills of project management, co-design principles and/or youth work practice.

The Programs Officer supervises a team of casual facilitators and possible future junior project staff members, pending funding and project requirements.

This is a position for a disabled person via the [Special Measures of the Equal Opportunity Act 2010 (Vic).](https://www.humanrights.vic.gov.au/for-organisations/special-measures/#What-is-a-special-measure)

**Major Duties**

**Reporting**

This role reports to the YDAS Programs Manager. This role will supervise four – eight Programs Facilitators undertaking casual work as required.

**Key Selection Criteria**

This describes our ideal candidate. Even if you do not meet all criteria, please apply – you may be the perfect person for us!

Key selection criteria are the skills, education, work experience, certification and other requirements to fulfil a role.

1. A minimum of three years work experience in program or project delivery OR, a relevant degree, associate diploma or other formal qualification with at least one year of work experience in delivering a project or program.
2. Excellent project delivery skills with the ability to deliver projects or programs that run for longer than 6 months, in a timely, well-planned and effective manner – including:
   1. Excellent organisation and planning skills
   2. Comfortable working to deadlines and with time pressures
   3. Ability to be adaptable, responsive and agile in response to problems arising or changes to plan
   4. Self-motivated and able to work with low level of supervision
3. Co-design, co-production, human centred design, design thinking, or similar person-centred methodologies.
4. Excellent interpersonal and communications skills that maintain productive relationships with a wide range of stakeholders and team members.
5. Demonstrated ability to effectively delegate to, supervise and support team members and foster a collaborative and inclusive work environment.
6. Competency or ability to learn how to prepare project budgets and complete basic analysis of statistical data for project reports.
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](https://www.yacvic.org.au/training-and-services/code-of-ethical-practice/) for the Victorian Youth Sector and the [Victorian Child Safe standards](https://ccyp.vic.gov.au/child-safe-standards/).

**Desirable Selection Criteria**

The following are not necessary, but the ideal candidate should have experience in one of the following.

1. Preparing grant applications, including conducting research, gathering relevant data, and drafting proposals.
2. Sales or business development.

YACVic / YDAS is an Equal Opportunity Employer. Disabled people, people from culturally and/or linguistically diverse backgrounds and Aboriginal and Torres Strait Islander people are encouraged to apply for this position. We are committed to promoting diversity and inclusion in our workplace.

Disability can include those who 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.

**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 regional and rural young people, the Youth Disability Advocacy Service, multicultural, Koorie and rainbow young people.
* High degree of collegial support & sector-leading professional development

**Employment conditions**

YACVic promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal and Torres Strait Islander 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 a satisfactory National Police Check (costs reimbursed) and must agree to comply with YACVic’s Code of Conduct, Child Safe policy and procedures.

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**

Applications should be emailed to Recruitment, via [recruitment@yacvic.org.au](mailto:recruitment@yacvic.org.au) with ‘**YDAS Programs Officer’** in the subject line and must include:

* Your **resume** detailing your relevant work experience and qualifications.
* Your response to the **key selection criteria**, as listed above in the position description, including a brief **introduction** about why you make a good candidate.You may submit a written response, or a video/audio response. A video or audio response should be clearly audible and no longer than 10 minutes.

For audio or video files, please include them as attachments or links in the email. Links can be sent via a file sharing service like Google Drive or Dropbox.

When responding to the selection criteria, please include examples or stories from your past work or experience. STAR or SAO method are common techniques, covered in [this useful guide to writing key selection criteria from the Victorian Government](https://careers.vic.gov.au/how-to-reply-to-selection-criteria).

**Only applications that follow the above process will be accepted and considered for interview.** Please let us know if you require support to complete an application or would like to submit an application in a different format.

We do not ask candidates for professional references until the interview stage.

**Applications close on Sunday 12 January, 2025 11:59pm**, with interviews likely to be held in the week commencing 20 January 2025.

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) (phone call or text message preferred).

**About The Application Process**

We will review applications and invite a shortlist to interview, to learn more about them and their skills. We will then select a final candidate and reach out to them to offer the job. Please note that during this time you may not hear from us. We aim to notify applicants that they are unsuccessful when we can, but it can take a while for the final candidate to accept the offer and sign their contract. In that time, we cannot always tell people the process is over, just in case the final candidate ends up being unable to accept the offer and we need to go back to our pool of candidates.