Youth Voice Assistant Coordinator

**Position Description**

# Position Summary

Youth Voice is a platform that provides a space for young people to express themselves, share lived experience, engage in the community and learn from each other by advocating for their beliefs and opinions, and highlighting important issues. The content submitted by young people can be expressed in any form, with current topics being portrayed through articles, videos, and podcast. Submissions are moderated to ensure that content is within submission guidelines, however the final publication is entirely the work of the young person.

# Main Responsibilities

* Attend fortnightly online meetings.
* Uphold professional standards in communicating with staff, volunteers, participants and external partners
* Use personal connections to encourage possible participants to submit content
* Engage in the provided professional experience and training opportunities
* Hold your position until January 31st 2021 (with the potential for extension.

**Learn Responsibilities**

The Assistant Coordinator will assist the Program Coordinator to create, and provide training through the ‘LEARN’ page on the Youth Voice platform. The team members will ensure that participants are best equipped with necessary skills to submit content and take on external advocacy opportunities.

**Responsibilities**

* Identify gaps in participant knowledge to inform training
* Create / direct outcome-based training content
* Identify and contact facilitators to conduct training
* Ensure accessibility of content being produced
* Communicate with participants regarding feedback for training

**Opportunities Responsibilities**

The Assistant Coordinator will support the Program Coordinator to oversee external advocacy opportunities for participants through the creation of connections with key stakeholders in issues presented on the platform and seeking of other opportunities for young people to extend their advocacy outside of Youth Voice. The team will seek to expand the number of contributors to the Youth Voice platform and ensure that participants/contributors have options to stay connected with each other and build a community of change makers.

**Responsibilities**

* Seek and utilise avenues to encourage more young people to submit
* Reach out to prominent decision makers and establish working relationships
* Use networks to seek and create advocacy opportunities for participants
* Establish and maintain an online community base for contributors
* Communicate with participants regarding feedback for community building and opportunities
* Inspire contributors for further submissions and external change making

Expression of Interest Youth Voice

Assistant Coordinator

If you are interested in applying for the Assistant Coordinator role, please fill out the following questions and email it to [virtualy@ymca.org.au](mailto:virtualy@ymca.org.au%20) before **Friday 4th December COB**.

|  |  |
| --- | --- |
| **Full name:** | **Date of Birth:** |
| **Suburb:** | **Phone number:** |
| **Email:** | |

# Why are you the best candidate for this role?

1. Please outline any experience you have either working in an advocacy or youth space, or advocating for your own beliefs / values

# What do you want to learn from working on the Youth Voice Platform?

**Continued….**

Please outline preferred time blocks in which you are available for a video call to talk about your application. (Also note any requirements you have to make this more accessible if applicable.

|  |  |
| --- | --- |
| **Day** | **Time Block/s:**  *eg: 9:00am-10:30am, 4:00pm-9:00pm* |
| **Monday (7/12)** |  |
| **Tuesday (8/12)** |  |
| **Wednesday (9/12)** |  |
| **Thursday (10/12)** |  |
| **Friday (11/12)** |  |
| **NOTES:** | |