**Position Title:** **Engagement Coordinator, Young People**

Position Number: TBC

Group / Office: CEO Office

Tenure: 2 years

Full Time Equivalent: Fixed term

Classification: VicHealth Grade C (+ Superannuation)

Location: 355 Spencer St, West Melbourne

Reports to: CEO

Further information: Introducing VicHealth [www.vichealth.vic.gov.au](file:///C%3A%5CDocuments%20and%20Settings%5Csgreaves%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5CH32CUM85%5Cwww.vichealth.vic.gov.au)

**About the Engagement Coordinator, Young People**

The Engagement Coordinator, Young People has a key role in advising and supporting the integration of voices, lived experiences and diverse perspectives of young people across Victoria into the work of VicHealth. The Engagement Coordinator, Young People is expected to make a significant impact within a defined timeframe.

**Purpose of the role**

The Engagement Coordinator, Young People supports and contributes to the health promotion capacity and meaningful community engagement of VicHealth by:

* Being a singular point of contact and supporting the partnerships that VicHealth has with various youth organisations (i.e., YacVic, CMY, YMCA).
* Enabling engagement with new organisations who can bring new ideas and fresh perspectives to VicHealth’s work and impact in the Victorian community.
* Planning, coordinating and leading the VicHealth Youth Expert Advisory Panel.
* Providing guidance to the organisation in embedding the voice of young people in VicHealth’s programmatic and policy work and external communications.

The Engagement Coordinator, Young People has a close working relationship with the CEO, the Executive team and across the organisation, and is expected to develop and nurture excellent relationships across program units and key external stakeholders.

In order to achieve this, the person in this role must be able to provide meaningful and authentic relationships with communities, stakeholders and represent VicHealth and the communities it serves in a professional manner at stakeholder events.

**Scope of the role**

|  |  |
| --- | --- |
| Financial  | None |
| People  | None |

**Main Role Responsibilities**

|  |  |
| --- | --- |
| **Functions** | **Activities** |
| Relationship Management | * Strengthen existing relationships with youth organisations and build relationships with organisations that VicHealth has previously not engaged with
* Support the creation of strong connections between the organisation and young people who are engaging with VicHealth work
* Provide guidance to CEO, Executive and wider organisation in ensuring the voice of young people is effectively embedded in strategic and day-to-day work
 |
| Project Management | * Supporting scoping and design work in the development of key projects related to young people
* Develop resources and deliver training to build the capacity of the organisation in better engaging young people
 |
| **Teamwork** | Contributes to the development of a highly effective team by:* Working collaboratively across the organisation
* Sharing knowledge and experiences
* Participating and contributing in team meetings, strategic and corporate planning meetings, teamwork plans and relevant cross unit working groups
 |
| **Equity and Diversity** | * Contribute to maintaining an environment where differences are valued, encouraged and supported
* Maintain VicHealth’s ideals of cultural diversity in the workplace at all times
 |
| **Governance, Risk, Behaviour & Conduct** | Acts in accordance with:* The Code of Conduct for Victorian Public Sector Employees as detailed in the Public Administration Act 2004
* VicHealth Policy, Procedure and Values as outlined on the VicHealth intranet
 |
| **Occupational Health and Safety** | * Takes reasonable care at all times for their own health and safety and that of others who may be affected by their conduct
* Is responsible at all times for maintaining a safe and healthy work environment for all
 |

**Key Selection Criteria (Knowledge, experience and skills)**

|  |  |
| --- | --- |
| **Qualifications and experience** | * Experience working with young people with diverse lived experience across Victoria
* Experience engaging with organisations in the youth sector
* Demonstrated experience working with and within multicultural and/or Aboriginal and Torres Strait Islander communities across Victoria
 |
| **Project Management** | * Designs, implements and manages all facets of a project including resources, personnel, activities, vendors, timelines, deadlines, and materials
* Experience in completing day-to-day activities related to the project
* Communicates effectively and builds relationships with all stakeholders
* Maintains oversight to ensure successful completion of projects
 |
| **Interpersonal** **Skills** | * Works well in a team and is able to communicate effectively with colleagues and other stakeholders
* Able to work collaboratively across all levels, both within and outside the organisation
* Able to resolve potential problems by working with others to find solutions
 |
| **Teamwork** | * Commits to team objectives
* Works collaboratively with others to find solutions to problems
* Shares information and knowledge willingly
* Works towards consistency of approach
 |
| **Time** **Management** | * Efficiently scopes out, prioritises and follows through tasks that are necessary to get the job done on time
* Shifts priorities as needed
* Strives to deliver outcomes in a timely manner
 |
| **Attention to Detail** | * Observes fine details
* Identifies gaps in information
* Looks for logical sequences of information
* Highlights practical consideration of plans and activities
* Compares finished work with the expected outcomes to ensure accuracy and thoroughness
 |

This position description was created / updated on 17 May 2021 and is a guide to the role and responsibilities that are required of this position as of this date. Other duties may be required to be undertaken from time to time. This position may involve limited work-related travel to visit other stakeholders or attending conferences, including working from locations other than the VicHealth office. Additionally, occasional work outside core business hours may be required.