Youth Participation Project Officer

- NFP Salary Packaging options available
- Part-time (0.6 FTE) fixed term position available for 12 months
- Leading organisation in youth mental health

ABOUT THE ROLE

Part-time (0.6 FTE) fixed term position available for 12 months

With support from the Youth Engagement Program Manager, the Youth Participation Project Officer will be responsible for coordinating a number of key national youth participation projects, events and activities to facilitate meaningful participation opportunities with young people across the organisation. The Youth Participation Project Officer will work with the Youth Engagement Program Manager to support and partner with Orygen's National Youth Advisory and Youth Research Council members in their respective roles, coordinate the engagement of young people in national youth participation opportunities, as well as support a range of engagement projects and events to encourage youth participation activities nationally with Orygen’s key stakeholders and partners.

The Youth Participation Project Officer will:
- coordinate and facilitate the engagement of young people in national youth participation opportunities;
- support key youth participation and engagement projects, events and activities;
- have responsibility for creative planning and coordination of functions with clear accountability for program delivery;
- coordinate projects and events that raise profile of youth participation.

As a guide, remuneration of $50,000 - $55,000 per annum (pro rata) is offered, dependent on skills and experience; NFP generous salary sacrificing opportunities are also available to the successful candidate.

Please refer to the Position Description in the link https://bit.ly/379eNiw for the selection criteria and other duties, skills and experience required for this position.

ABOUT YOU

Essential
- Tertiary qualification(s) in Youth Work, Social Work, Psychology, Community Development, Health Promotion or a related discipline.
- Demonstrated experience working with young people in a health or related setting.
- Previous experience in coordination and implementation of a new project or event in line with organisational objectives.
- An ability to work with a broad range of people from different backgrounds and unite them in their work around youth partnerships and engagement.
- A demonstrated commitment and understanding of the principles of youth participation.
A capacity to work independently, work to appropriate timelines and flexibly manage competing priorities, and demonstrate problem solving abilities.

Knowledge and/or experience of a research environment and the potential for young people to be engaged in research related activities.

A high level of written and verbal communication skills.

A thorough understanding of Microsoft Office and its relevant programs, use of email, and the internet.

ABOUT US

Orygen is the world’s leading research and knowledge translation organisation focusing on mental ill-health in young people. Find out more on our [website](#).

Orygen is an equal opportunity employer. We are dedicated to attracting, developing and retaining our staff irrespective of gender identity, ethnicity, sexual orientation, disability and age. Applications are encouraged from all sectors of the community. We strongly encourage applications from the Aboriginal and Torres Strait Islander community.

Orygen is committed to providing an inclusive work environment that supports employees to achieve their career goals without compromising their life goals. With this in mind Orygen offers a range of employment benefits including generous paid leave, flexible work arrangement, access to NFP salary packaging and an employee assistance program.

TO APPLY

Please submit your resume, cover letter and a document addressing each essential and desirable bullet point in the Key Selection Criteria which is located in the position description to careers@orygen.org.au, using the subject line: ‘Youth Participation Project Officer’, followed by your ‘full name’.

For a private and confidential discussion, please contact Jacqui Faliszewski on 0421 762 524 or via email at jacqui.faliszewski@orygen.org.au.

Closing Date for Applications: **Sunday 23rd February 2020, 11:55 PM AEST.**

Orygen reserves the right to close the advertisement before this date is reached. Therefore, it is encouraged that you submit your application as soon as possible.