



A coordinator position at the drum

About us

drummond street's (ds) youth services (the drum) is contracted by the City of Melbourne (CoM) to deliver youth services across the CoM municipality. As our youth service footprint includes Carlton, North Melbourne, Kensington and the CBD. We also deliver services in Richmond and Collingwood.

We are dynamic team, delivering an innovative co-design model in a youth services context. Our model centres young people in the production, delivery and evaluation of our programs. Our value and programs reflect a passion and commitment to achieving social change for young people and the communities they identifying as belonging to.

ds is committed to ensuring our workforce reflects the communities we work within. We strongly encourage people from the following background/s to apply:

- First Nations people
- Identifying as LGBTQI+
- People of colour (e.g. identifying as cultural, religious and/or ethnically diverse)
- Speaks one or more community languages
- Is or has been a public housing resident

What you will bring:

- Qualifications in youth work, social work or community development
- A demonstrated commitment to Child Safe Standards
- A passionate for and experience in collaborating with young people experiencing complex disadvantage including racism, sexism, Islamophobia transphobia and homophobia
- A commitment to centring young people's knowledge and voices through co-design
- A demonstrated history of exceeding service and funding agreements
- Vision and energy to coordinate planning, promotion, delivery & evaluation of youth programs

ds is committed to Child Safety. All short-listed candidates are subject to child safety screening and assessment against the Child Safety Standards as part of our recruitment process. This includes having a valid Working with Children Card (WWCC) and completing a criminal history check.

About the vacancy

The **Coordinator position** is an exciting opportunity for an experienced professional to apply their leadership skills and to influence service delivery and local government. You will support an innovative team and service model centring young people's voices. Your coordination responsibilities will include strengthening services on inner city public housing estates, increasing youth friendly spaces and affirmative experiences in "mainstream" services. To do this you will need experience of coordinating a small team/service and of using project management skills to support others deliver programs.

The coordinator role has responsibility for:

- Coordinating the development, promotion, delivery and evaluation of specific youth activities/programs across City of Melbourne
- The supervision, leadership and management of a small team of multidisciplinary team members
- Upholding a culture of Child Safety and cultural safety
- Developing and maintaining partnerships and other stakeholder relationships to increase opportunities available for young people
- Ensuring we meets our contractual obligations
- The operational requirements of the North Melbourne office

Other information about the workplace and roles:

- All positions with the drum youth service require evening work and occasional weekend work
- Based in inner-city Melbourne, including inner city public housing estates including Carlton, North Melbourne and Kensington as well as sites with Melbourne CBD, and collaborating to support our work in Collingwood & Richmond
- These are contract positions for two years, with the possibly of extension subject to funding
- *ds* is committed to ongoing professional development of staff
- *ds* offers an attractive remuneration package, negotiable based on your experience
- We can provide salary packaging opportunities up to \$16,050 to significantly increase your take-home pay!

The application process

- Applications close at 9pm on **Sunday 1st September 2019**.
- All applicants must include a resume and respond to all the key selection criteria in their cover letter for the relevant position to be considered. **Note-** *responses to the key selection criteria should be no more than three pages.*
- Email your applications to recruitment@ds.org.au
- To discuss this role confidentially, please contact Chantelle Higgs, the General Manager of Youth & Community at chantelle.higgs@ds.org.au or 0488 559 007

Key selection criteria

All section criteria must be addressed for your application to be considered. Please address the selection criteria in your cover letter. Please limit the cover letter to three pages (at a maximum).

The Selection Criteria for the **Coordinator** position (please no more than three pages)

1. Outline your Youth Work, Social Work, Community Development or other relevant qualifications and how you use this as a Coordinator
2. Discuss your understanding of Child Safe Standards and how you apply this to create a culture supporting the Standards
3. Discuss your experience in collaborating with young people to achieve social change, specifically young people identifying as First Nations young people, young people of colour, international students and/or public housing residents and/or young people identifying as LGBTQI

4. Do you have a minimum of two years of experience successfully coordinating a small team or service? If so, please provide discuss how you have successfully coordinated services
5. What methods would you use to support practitioner to plan, promote, deliver and evaluate our programs?
6. Outline how you have successfully collaborated with others to ensure co-design & lived experience sit at the centre of a team/organisations practice
7. Do you have a minimum of four years demonstrated experience in project management of youth programs? If so, please discuss how you have successfully applied project management skills for program delivery
8. Discuss your experience in providing supervision to practitioners delivering case work with young people experiencing systemic disadvantage
9. Discuss where you have demonstrated high level communication skill including preparing reports and funding proposals oral and interpersonal communication skills
10. Has a drivers license

Highly desirable

11. You identify as belonging to one/ more of the community's ds assertively engages
12. Speaks more than one community language

Further information

Further information about the youth services team and our work can be found here <http://thedrum.ds.org.au/>. To learn more about the wider drummond street please view our website here