

Role description

Young Mayors Program Assistant

September 2022

The details

Position	Young Mayors Program Assistant
Direct reports	N/A
Reports to	Young Mayors Program Manager
Status	Two year fixed term contract; 3 days per week (0.6 FTE)
Location	Mackay Region, Queensland
Award Classification	Grade 1, Assistant (FYA Salary Framework) Award Equivalent L2 PP2
Salary	\$64,161 + Superannuation (pro-rata salary is \$38,497)

Role summary

FYA is looking for a Program Assistant to support the delivery of the Young Mayors program in Mackay Regional Council (MRC).

This role supports young peoples' participation in the Young Mayors Program, from nominating and campaigning for election to fulfilling a term in office. Working for the youth council, you will support the facilitation of regular meetings, provide guidance on projects and connect with council, schools and the broader community to advocate for the youth council's interests as needed. This is a rare opportunity to learn the duties of a Chief of Staff position in a supportive, dynamic environment.

In the early stages of your career, you'll be driven to build your experience in coordinating youth programs, bringing your passion for and knowledge of the needs and priorities of young people in Mackay to the role.

The Program Assistant is based in the MRC office and hosted by the MRC Community Programs team with support from and formal reporting to FYA's Young Mayors Program Manager.

About FYA

Young people are facing a series of overwhelming, complex crises. They have the vision and energy to drive historic social change but are excluded from decision-making. FYA exists to back young people. We back them with the training, resources, and connections they need, so they have the power to create lasting change in the face of injustice.

We are the largest independent nonprofit dedicated to building the capacity, voice, and power of young changemakers. With a team of more than 50 strategists, advocates, facilitators and researchers (to name a few) our headquarters are in Melbourne (Naarm) but our teams work remotely around the country.

Our values

- We respect and back First Nations young people and their communities
- We back and serve young people
- We shift power to young people with lived experience
- We dream big
- We care about each other
- We are always learning
- We have fun

Our work is guided by a commitment to beating injustice and we strongly encourage applications from Aboriginal or Torres Strait Islander people, young people, people of colour, women, people with disability, people from LGBTQIA+ communities, and more. We acknowledge our sector has systematically excluded these communities.

What we offer

- A dynamic workplace. We are a flexible, values-led and impact-driven workplace that combines the best of in-person connection and virtual efficiency.
- Generous leave conditions and flexible work. FYA is committed to a flexible workplace, and offers opportunities for part-time work, 18 weeks paid parental leave, paid cultural and ceremonial leave, and paid leave for your birthday.

- Attractive remuneration. Our key asset is our team, and we are committed to recruiting and retaining experts in youth engagement and social change. We pay competitively and offer salary packaging.
- Extensive commitment to professional development.

About the Young Mayors Program

The Young Mayors program is a new project, inspired by successful programs overseas. The program supports an election of young people, by young people to represent the concerns and priorities of their peers at a council level. FYA will be piloting this project in 5 council sites in 2023, including in Mackay.

There are Young Mayors in place [across the world](#) and hundreds of thousands of young people have taken part in elections to put them into office. A Young Mayors program offers local governments the opportunity to prepare young people for active citizenship, enabling them to contribute to their local communities.

What you'll do

- **Support Program Coordination**
 - Work closely with FYA's Young Mayors Program Manager and the MRC Community & Client Services team to support the coordination of program activities
 - Support young people to nominate themselves and campaign for election to the youth council
 - Provide input into the youth council setting their priority action areas, developing and delivering a plan, timeline and budget for their projects
 - Ensure the well-being of young participants is proactively and effectively supported at every phase of the program
 - Support the Program Manager to collect data that contributes to program evaluation
- **Event and Meeting Facilitation**
 - Support and/or deliver presentations to, and facilitate workshops with, large groups including young people and school communities
 - Support the delivery of activities and events at local council sites
 - Facilitate regular meetings of the youth council, and opportunities to engage with councilors
- **Communication and stakeholder engagement**
 - Maintain clear and regular communication with the youth council, FYA's Program Manager, MRC staff, councilors and other stakeholders

- In conjunction with the Program Manager, maintain relationships with key stakeholders in Mackay including; schools, local businesses, local community groups and clubs
- **Collaboration**
 - Identify opportunities for young people participating in the Young Mayors program to engage in other FYA and MRC opportunities

Who we're looking for

Ideally you would have some or all of the following:

- **You have experience participating in or working on programs focused on young people.** You're passionate about social justice and youth empowerment and are driven to create opportunities for young people.
- **You have an understanding of the opportunities and challenges facing young people in Mackay.** You have insights into what young people in Mackay care about through lived experience and networks with a broad range of young people in the community.
- **You understand the importance of nurturing diverse communities.** You're committed to creating space for young people of all backgrounds and abilities, including: First Nations young people, regional and rural, LGBTQIA+, young people with disabilities, women and non-binary young people, low-income communities and young people of colour.
- **You're emotionally intelligent.** You can empathise and relate to young people and maintain positive relationships with a focus on well-being.
- **You're a confident communicator.** You are comfortable speaking and presenting to large groups and facilitating meetings, with excellent writing ability and strong attention to detail.
- **You have solid organisation and coordination skills.** You know how to create and work to a timeline and plan, and how to keep others on track to meet deadlines and goals. You enjoy bringing each element of a project together, including event logistics, and know how to problem solve.

Other important things

- Working with Children Check is a mandatory requirement of this position, we'll help you with this if you are successful.
- Applicants for this role must have a valid, legal right to work in Australia.

Click apply now or head to the ‘work with us’ section of our website and follow the application process.

- Deadline 6pm AEST, September 25 2022
- Successful candidates will be called for a zoom interview.

For more information or a confidential discussion about the role contact:

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Young Mayors Program Manager (FYA)

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Team Leader, Community Programs (Mackay Regional Council)

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For more information about the recruitment process:

Shulah Orloff

People + Culture Coordinator (FYA)

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