Job Description

Youth Voice Canterbury Coordinator

**Job Identification:**

Position:       Youth Voice Canterbury Coordinator

Location:      Canterbury (based in Christchurch)

Salary: $43,000 - $51,000 (Full-Time Equivalent)   
 *(YVC are committed to being a living-wage employer)*

Job status:    Part-time, 20hrs per week, fixed term (1 year, with possibility to extend)

Reports to:    Youth Voice Canterbury Management Team and   
 the Canterbury Youth Workers Collective Manager

**Job Objective:**

*YVC objectives: to connect young people, develop the youth voice and champion youth participation.*

Under the direction of the Youth Voice Canterbury Management team, the Youth Voice Canterbury Coordinator will support the aims and objectives of the Youth Voice Canterbury organisation. The coordinator will undertake work as directed in the work plan the Management team manages, which includes overseeing the funding and finances, provide support to management team members with projects, connect with others in the network, and oversee other general business of Youth Voice Canterbury. The coordinator will take lead in the Social Enterprise project.

**Duties and Responsibilities:**

**General Youth Voice Canterbury Business:**

**12 hours approx. -**

*Allocated time for each aspect of business will differ week to week dependent on what is required at that time.*

**Funding**

* Oversee and manage funding and finances by working to a budget and maintaining financial records
* Reporting and accountability requirements for funding
* Work with the YVC Management team (mainly the Deputy Chair) to apply for funding and manage funds to ensure sustainability
* Manage finances, including income and expenditure

**Projects**

* Support the YVC Management team Project Managers on their projects where needed - attending meetings, helping with resources etc.
* May include taking minutes for project meetings, organise room bookings, catering where applicable and undertake relevant actions from meetings
* Provide logistical and administration support for Youth Connects, Network Trainings, South Island Youth Connect, Youth Awards and other relevant events as they arise. This includes assisting in the advertising, booking spaces and rooms, taking registrations and invoicing.

**Administration**

* Responsible for the website maintenance, fielding email and website enquiries and assisting social media (Instagram, Twitter and Facebook) and general YVC promo.
* Help coordinate the creation of a communications plan
* Work with Youth Voice Canterbury to develop trainings that can be delivered for further financial support and stability
* Other types of administration may include taking minutes, booking rooms, booking caterers, booking speakers, booking travel, collecting invoices, collecting receipts etc.
* Work with Youth Voice Canterbury to support the development of YVC policies and processes, including the constitution

**Network**

* Maintain working relationships with groups and members of the network
* Seek interest from potential network groups and members
* Handle and respond to initial and general enquiries, including communication with those in the network

**Social Enterprise Initiative:**

**8 hours approx.**

**Youth Audit Social Enterprise Project:**

The Youth Audit Social Enterprise Initiative is an initiative where YVC plan to train 50 high school aged young people to be youth audit team members, and support them to carry out youth friendly places and spaces audits in their communities. The young people will gain a range of skills and knowledge with an event being held at the end of the year for them to share learnings, evaluate the project, and create a plan moving forward. It is YVC's goal to turn this into a pay-for-service model with Council's and organisations valuing the audit enough to pay for it in the future. This needs to be completed by April 2019.

**Coordinate Youth Initiative Trainings**

* Undertake tasks delegated by YVC Management team to coordinate Youth Audit trainings as directed.  This may include booking training venues, booking catering, keeping RSVPs and other records, compiling resources, booking trainers, liaising with Youth Councils and youth participation groups etc.
* Maintain records of training, trainers etc

**Coordinate Reviews**

* Liaise with relevant public and private stakeholders to form relationships with the view to the undertaking of Youth Audits
* Coordinate the audit with relevant stakeholders including those who control the space, the Team Leader and youth audit team members, relevant Youth Councils and youth participation groups, and others as determined.
* Be present at reviews
* Support teams post-review as required.

**Funding**

* Oversee and manage funding for Social Enterprise Project
* Work with YVC Management Team to source funding as directed
* Reporting and accountability requirements for funding

**Administration**

* Maintain relevant records of trainings and audits
* Coordinate resources as required
* Maintain relevant records and lists
* Other types of administration may include taking minutes, booking rooms, booking caterers, booking speakers, booking travel, collecting invoices, collecting receipts etc.

**Relationships:**

The coordinator should maintain and foster the following relationships

* **Internal**
  + Youth Voice Canterbury Management team
  + Canterbury Youth Workers Collective Staff
  + Canterbury Youth Workers Collective Board and Kaumatua
  + Canterbury Youth Workers Collective Tangata Whenua Kaitohutohu
* **External**
  + Youth Voice Canterbury Advisory Membership
  + Environment Canterbury
  + Local and Central Government (specifically the Ministry of Youth Development)
  + Christchurch City Council
  + Youth Councils and Youth Participation Groups
  + Individual network members
  + Funders
  + Ngai Tahu

**Preferred Experience:**

The employee to have:

* Worked within the youth sector
* Familiarity with partner organisations and organisations within the network

**Competencies:**

* Interest and knowledge of the youth sector
* Administration skills (i.e. time management, communication, scheduling)
* Budgeting skills
* Problem solving - to be innovative

**Coordinator Supervision:**

The CYWC Manager and the Youth Voice Canterbury Management Team will manage this role. Upon appointment, there will be fortnightly meetings to review the employees performance and work plan. This person will also receive paid external supervision.