



**Job Description**

# **Learning & Insights Assistant**

**May 2021**

## Position description

### Key information

<b>Position</b>	Learning & Insights Assistant
<b>Direct reports</b>	N/A
<b>Reports to</b>	Director of Strategy & Evaluation
<b>Status</b>	Full time (1.0) preferred, although we are open to part-time and flexible arrangements for the right candidate  One year contract with potential to extend
<b>Location</b>	Melbourne preferred. Sydney, other locations and virtual/hybrid work arrangements will be considered.
<b>Salary range</b>	\$65,000 - \$68,999 excluding super (depending on experience)
<b>Award Classification</b>	Assistant (FYA Salary Framework)

### Role Summary

We believe sharing ideas and actionable insights have the ability to change thinking, shape debates, and inspire action. We are looking for a Learning & Insights Assistant to join us full-time from August to find and share insights from our work, building a resource hub of learnings and best practices in how young people change the world.

This is a one year contract with the potential to extend.

This would be a good job for someone who is keen to learn more about social change as part of their studies, or someone who wants to move into social change as a career.

We are about to launch a new strategy that will see us trialling new projects to back young people to campaign, build movements and design a better future. You should be happiest when you are deeply listening to our staff across many teams, helping them to reflect on what they have learnt, identifying patterns and producing well-designed and engaging learning content.

## About the Foundation for Young Australians

Today's generation of young Australians are facing unprecedented and intersecting crises. They also have the skills, insight and ambition to address them. At the Foundation for Young Australians, our vision is that young people have the power to beat injustice and transform the future. In pursuit of this vision, our purpose is to back young people with the trust, resources, skills, and connections to make change.

FYA has a new theory of change, dynamic team and board, and a unique resource base. We are now shaping a future-focused organisation committed to the highest standards of professionalism, culture and conditions, diversity, and impact -- all centered around our key constituents: young people.

**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 LGBTIQ+ 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 condition and flexible work.** FYA is committed to a flexible workplace, and offers opportunities for part-time work, 12 weeks paid (primary carer) 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 world class leaders in youth engagement and social change. We pay competitively, and also offer salary packaging.
- **Extensive commitment to professional development.**
- **Strategic, skilled and collaborative team.** You will be working with people across the organisation and have the opportunity to be involved with and learn about multiple areas of our work.

### Specific responsibilities of this role

- Scope and identify opportunities to share learning
- Interview colleagues from across the organisation and people we work with (e.g. youth-led organisations); picking the most interesting cases to write-up. These

'insights' are new tactics and strategies that have worked well (or not!) and you should produce at least one per week.

- Create and share short and engaging written summaries of learnings, distilling complex ideas into bite-sized pieces of information. You could also use canva or basic video editing software to deliver infographics or short videos.
- Curate learning content on a range of platforms and mediums, including an internal learning blog.
- Create and deliver a content plan in collaboration with the Communications team.
- Support us in writing up one of these learnings each month into an externally-facing blog or publication.
- Working closely with our Communications team to identify what to share externally to scale our impact.

You will be on the Business Services team working with our Director of Strategy and Evaluation. At FYA we are building a strong culture of learning as a service to our teams and to the young people we work with. We expect you to build strong relationships across seven teams, sometimes travelling to understand the context of their projects.

### Who we're looking for

- Has 1-3 years experience in creating engaging content; for example in content creation, content marketing, storytelling, community organising, communications, digital campaigning or social media roles.
- Strong verbal communication and relationship-building skills, so you can interview colleagues and partners from diverse backgrounds working on social change.
- Excellent writing and editing skills, with experience in writing good copy, editing, writing for a specific audience and writing for impact.
- Great instinct in finding and developing the narratives that cut through from a lot of information.
- Is interested in social change campaigning, movement-building and ways young people can transform Australia.
- Demonstrated commitment to social justice, and especially to the gender, race, class, generational and other justice dimensions of social change, and ability to critically engage with issues of power and privilege inherent in the space.
- Strong proficiency with key workplace tools such as Google apps, Slack etc.

### Additional requirements

- A valid Working with Children Check, or the ability to obtain one, is a requirement of this position.
- 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 to follow the application process

- Please include a detailed resume (no more than 3 pages)
- Please upload or include a link to one sample of your relevant work.
- You will be asked two questions in your application in which you're required to provide brief answers (no more than 500 words each), including:

- A description of yourself and what excites you about this role and working for FYA.
- An explanation of how your professional experience relates to the desired candidate profile, speaking to why you want the role, and how your experience aligns with the desired candidate profile.
- Deadline: 6pm AEST, Thursday 10th June. Please apply as soon as possible - we will start talking with promising candidates on an ongoing basis.
- Do not provide any other information. A cover letter is not required.

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

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**For more information about the recruitment process:**

Azianni Mustapa  
People and Culture Coordinator  
[hr@fya.org.au](mailto:hr@fya.org.au)