

## Role description

# Young Mayors Program Lead

December 2021

### The details

<b>Position</b>	Young Mayors Program Lead
<b>Direct reports</b>	2x Program Managers
<b>Reports to</b>	Executive Director, Civic and Cultural Engagement
<b>Status</b>	Full time (1.0)
<b>Location</b>	VIC or NSW. Other states will be considered.
<b>Award Classification</b>	Grade 1-4, Lead (FYA Salary Framework). Award Equivalent L6 PP1
<b>Salary range</b>	\$95,000- \$105,000+ Superannuation

### Role summary

FYA is looking for a Program Lead to oversee the delivery of the Young Mayors program; an exciting opportunity to bring a proven model of youth empowerment from overseas and adapt it for local young people.

The Program Lead will build the program from the ground up, including recruiting and managing the project team overseeing the work in each Local Government Area. They will deliver a series of dynamic and tailored events, creating opportunities for young people to connect with councillors and executive teams to influence strategy and service delivery.

The role will require developing and maintaining relationships with multiple stakeholders including young people, local councils and other government institutions, schools, youth organisations, partners, communities and the broader FYA team. You'll also have strong accountability around budget and project deliverables.

You'll report to the Executive Director, Civic and Cultural Engagement and work closely with the Civic and Cultural Engagement team and other staff.

## 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 2022.

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 understand and contribute to their local communities.

## What you'll do

- **Recruit and manage a growing team**
  - Build strong relationships across the project team; and set a thriving culture
  - Recruit Program Managers to work across multiple Local Government Areas (LGA)
  - Recruit Program Coordinators for each project site
  - Provide management to direct reports including:
    - Regular check in and management of tasks
    - Provide feedback on performance
    - Support professional development of team members
    - Complete development reviews
- **Program Management**
  - Develop and implement operational plans, and monitor the day-to-day running of the Young Mayors program across multiple project sites to ensure smooth progress
  - Regularly assess the efficiency of procedures according to organisational and program needs and objectives and apply improvements
  - Support the development of the program design as we learn from the implementation
  - Manage program budgets across the various project sites

- Support quarterly budget reforecasting
- Oversee the implementation of the monitoring and evaluation tools
- Deliver project reports
- **Stakeholder management**
  - Develop and manage multiple relationships with key local council stakeholders including councillors, executive teams, program staff, and youth advisory groups
  - Develop and manage multiple relationships with key stakeholders in each local government area including; schools, local businesses, local community groups and clubs
  - Develop and manage multiple relationships with young people and youth-led organisations; particularly those involved in the civic and government sectors
- **Collaboration**
  - Engage other program areas across FYA to support the design and delivery of various components of the program
  - Identify opportunities for young people participating in the Young Mayors program to engage in other FYA program opportunities

## Who we're looking for

Ideally you would have some, if not all of the following:

- **You have experience in delivering programs focused on young people.** You're passionate about social justice and youth empowerment and know how to run programs for young people.
- **You know how to build relationships with multiple stakeholders and have the experience to back it up.** You can facilitate meetings with larger groups where more complex dynamics exist. Experience with local government is highly desirable.
- **Strong experience working with Aboriginal and Torres Strait Islander young people and communities,** including a demonstrated commitment to self-determination, decolonisation and First Nations justice.
- **You have experience delivering multiple projects and events at the same time.** You can manage priorities, budgets, risk and know how to anticipate roadblocks and problem solve. This includes event management.
- **You're skilled at recruiting, onboarding, managing and coaching teams.** You have experience managing individuals and teams. You know how to create a thriving culture that supports people and fosters strong working relationships.
- **You're a great communicator.** You have experience tailoring messaging to different audiences in different ways.

- **You have experience implementing evaluation and monitoring tools** that have informed program development.
- **You have sophisticated analytical, problem solving and decision-making abilities**, with solid conflict resolution and negotiation skills.

## 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.**

- Successful candidates will be called for a zoom interview.
- Deadline 6pm AEDT, 20 January 2022

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

Molly Whelan (They/Them)  
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**For more information about the recruitment process:**

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