

POSITION DESCRIPTION

Position Title:	Research and Youth Engagement Coordinator		
Program/Team:	Quality, Research, and Innovation		
Employment Type & Hours:	Part Time 60 hours per fortnight for a 12-month period from date of commencement. By agreement, some occasional after hours or evening work may be required to attend engagement activities with young people.		
Award Conditions:	Social, Community, Home Care & Disabilities Services [SCHADS] Award 2010	Remuneration:	SACS Level 5
Working From:	The Youth Support Centre, Fortitude Valley and/or other BYS offices		
Reporting Relationships:	Reports to the Quality, Research and Innovation Senior Manager		
Probation Period:	Six [6] months		
Primary Purpose of Position:	Working collaboratively with the Youth Engagement Lead and the Research Evaluation Lead, this position supports the research, evaluation, youth engagement, and advocacy work of BYS to amplify young people's lived experience and ensure the timely and impactful translation of knowledge.		
In addition to submitting a resume or CV applicants must address the selection criteria [below] in their cover letter to be considered for shortlisting			
Selection Criteria:	<ol style="list-style-type: none"> 1. Understanding of and commitment to BYS vision, objectives and practice framework 2. Demonstrated understanding of the issues impacting young people experiencing or at risk of homelessness 3. Strong organisational and planning skills and the demonstrated ability to work independently and prioritise and manage competing demands 4. Demonstrated experience conducting social research, including a sound understanding of both quantitative and qualitative approaches to data collection and analysis 5. Demonstrated ability to communicate for impact across a range of stakeholders and formats (i.e. reports, media, position statements, government, young people, community) 6. Ability to plan and deliver a range of youth engagement initiatives including co-design, personal storytelling, and youth advisory groups 		
Education, Qualifications, Requirements [Mandatory]:	<ul style="list-style-type: none"> • A tertiary qualification in Social Work, Human Services, Psychology, Social Sciences or comparable qualification OR substantial demonstrated experience in a related field • Current Queensland driver's license • Working with Children Suitability Card [Blue Card] / willingness to obtain a Blue Card prior to commencement • National Police Check clearance • Evidence of vaccination, immunity, or medical exemption for the following preventable diseases prior to commencement: Measles, Mumps, Rubella and Varicella [Chicken Pox]; Pertussis [Whooping Cough]; and COVID-19 • Two relevant references, including most recent manager, if relevant 		
Skills & Experience:	<ul style="list-style-type: none"> • Experience working with young people • 2+ years' experience in a similar youth engagement, research, or evaluation-related role • Advanced Microsoft Excel skills and experience working across with multiple data sets 		

	<ul style="list-style-type: none"> • Excellent written and oral communication skills with the ability to tailor communication to variety of audiences • Demonstrated experience facilitating group and one-to-one activities/discussions • A sound understanding of participatory engagement and/or participatory research • Demonstrated experience contributing to projects and/or processes involving the sharing of lived experience • Knowledge of trauma informed, ethical and safe approaches to youth engagement and the sharing of lived experience • Strong project coordination and administration skills • Demonstrated experience and a sound understanding of qualitative and quantitative data collection and data analysis methods
Personal Attributes:	<ul style="list-style-type: none"> • Personal drive and integrity and ability to stay calm under pressure • Consultative and collaborative working attitude • Flexible, initiative, collaborative, inclusive, respectful, ethical, accountable • Commitment to a learning culture and ongoing professional development • Ability to work both as part of a team and independently with limited direction • Self-reflective with critical thinking and analytical skills
Role and Responsibilities	
Research, Advocacy and Youth Engagement:	<ul style="list-style-type: none"> • Working closely with the Youth Engagement Lead, assist with the co-ordination and delivery of youth engagement activities to ensure the successful implementation of the Youth Engagement Framework at BYS • Support the Youth Engagement Lead to develop training material on best practice youth engagement approaches • Provide administrative support to the Youth Engagement Lead, as required • Assist with the collection, analysis, and reporting of qualitative data collected through BYS youth engagement, research, and evaluation activities • Prepare submissions and position statements ensuring BYS data, research and evaluation findings, and the voices and perspectives of young people are included • Produce supplementary resources (fact sheets, summaries, slide decks etc.) about BYS youth engagement, research and evaluation to be shared with key stakeholders including young people • Monitor and follow-up BYS involvement in external youth engagement, research and consultation projects • Collate data from internal and external sources for submissions, grants, proposals, and advocacy activities e.g. speeches, presentations • Action requests for data outside of normal reporting requirements from other BYS staff including Senior Managers and the EMT e.g. for the Annual Report • Monitor key data sources for latest data releases (e.g. AHURI, ABS), and prepare summaries for internal and external uses • Assist with the preparation of literature reviews and desktop scoping reviews • Develop key messages, themes, and calls to action based on both the work of BYS and good practice across the Youth Services sector

	<ul style="list-style-type: none"> • Monitor the reach and influence of BYS research and evaluation findings e.g. influence reforms
People, Culture, Safety:	<ul style="list-style-type: none"> • Contribute to a culture of respect, optimism, accountability and resilience in line with organisational values • Participate in regular supervision to monitor service delivery and evaluation and collaborate on high-risk planned support and self-care initiatives • Participate as a collaborative and supportive team member, contributing to the overall effectiveness of the team and outcomes for young people • Create a trusting, cohesive environment where people can express opinions, and those opinions are heard • Model ethical behaviours in line with the BYS Code of Conduct and consistently apply ethical standards to self and others • Participate in quality practice reviews, all-staff days, organisational planning and identify and participate in training and professional development opportunities • Protect and promote the rights of children and young people, including making decisions compatible with the Human Rights Act 2019; and responding to and reporting suspicions and disclosures of abuse or harm • Ensure a healthy and safe workplace for all by adhering to BYS Work Health, Safety and Wellbeing Policy, Procedures and Practices • Actively participate to deliver the BYS Reconciliation Action Plan [RAP] initiatives and measurable actions that support First Nations equality across our organisation and services
Administration:	<ul style="list-style-type: none"> • Undertake all administrative functions and financial accountability relating to the role and ensure accurate and timely records are created and maintained in accordance with relevant legislation and BYS policies • Ensure the timely, consistent and accurate completion of client data records, to contribute to monitoring, evaluation and reporting on program performance and outcomes • Collect and maintain accurate client data, to contribute to monitoring, evaluation and reporting on program performance • Participate in both quantitative and qualitative data collection to support BYS continual quality improvement • Collect and maintain accurate, timely client data and contribute to program-specific and organisation-wide monitoring, evaluation and learning activities • Undertake any other duties or tasks as required

The changing demands of BYS's organisation requires it to have reasonable flexibility in stipulating the duties that you will undertake from time to time. You will be required to perform any other duties for which you have the appropriate skill and/or training which are assigned to you by BYS, and these responsibilities do not limit what may be reasonably requested of an employee during the course of their employment. You are required to sign and date this Position Description to demonstrate your commitment to fulfill this role in accordance with the key result areas outlined above.

Employee Name:		Signature:		Date:	
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