**Position Description**

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| **POSITION TITLE** | Project Coordinator (Alumni Project - Beyond Foyer) |
| **REPORTS TO** | Marketing and Communications Manager |
| **FTE** | Part time (10 hrs a week) |

**Foyer Foundation Organisational Purpose**

Youth Foyers are integrated learning and accommodation settings for young people, typically aged 16 – 24 years, who are at risk of or experiencing homelessness. Foyers provide a point in time service that offer young people the opportunity to explore educational, employment and developing independence pathways, as well as stable housing.

The Foyer Foundation was established to advance the national campaign for the development of more youth Foyers across Australia and to ensure the integrity and capacity of new and existing Foyers meets the best standards and learnings the produces the best possible outcomes for young people.

The purpose of the Foyer Foundation is to promote the Foyer approach for the benefit of young Australians. This includes developing and implementing a nationally consistent accreditation process, convening a National Community of Practice to enable sharing of practice and expertise, advocating for new Foyers to be built in appropriate communities, promoting evidence of what works best in the Foyer model and providing training programs to staff that work in Foyers.

**Foyer Foundation Vision**

Our vision is for all young Australians experiencing disadvantage to have a pathway to education, training, and employment, founded on access to stable and secure housing.

At its heart, the Foyer approach is based on the life-changing proposition that the most constructive thing we can offer young people is ensure they become educated, employable, and empowered so they can build better lives for themselves and achieve genuine independence.

**Foyer Foundation Values**

Our vision and work is underpinned by the values of: Heart – Advantaged Thinking – Innovation and Collaboration

**Position Purpose**

This role is key to the planning, development, and implementation of the Beyond Foyer Alumni project pilot. The role is critical in ensuring that the Foyer Foundation meets the objectives and reporting criteria as set out in the Beyond Foyer Project Funding agreement.

The role will work with Foyer young people and graduates across Australia and will get guidance from the Beyond Foyer Advisory Group and provide status reporting through the Marketing Communications Manager to the CEO.

The outcomes from the project are to see a pilot alumni program implemented at multiple Foyer sites, report on the success of the project and develop a recommendation for embedding into the Foyer Foundation and individual Foyers.

**Key Responsibilities**

* In collaboration with the Beyond Foyer Advisory group, set goals and objectives to ensure that required outcomes are met
* Organise and attend Beyond Foyer Advisory Group meetings
* Create and host an alumni scoping session with Foyer staff and residents and graduate residents
* Develop and host consultation sessions with foyer young people and graduates
* Develop the project action plan, mission, values and vision
* Develop marketing and communications materials, including flyers, brochures and online media in relation to the alumni project
* Develop an alumni activities calendar in collaboration with Foyers nationally, including the type of activities, scheduling and facilitation and location
* Ensure compliance with all legal obligations, including customer data collection and privacy requirements (using consent forms for information shared from young people/ residents/ students)
* Event Manage alumni events at each pilot location
* Other duties as required

**Scope of Responsibility:**

**Direct reports:** Youth consultants (part time)

**Essential selection criteria**

* A Foyer resident/ student or graduate
* Experience setting and working towards goals and objectives
* Ability to lead projects and manage people in a respectful and inclusive manner.
* Good interpersonal skills and communication skills to build relationships with a broad range of people at all levels and from diverse backgrounds
* Good planning and administration skills
* Ability to work autonomously and as part of a team
* Able to attend safe storytelling workshops/training to craft your own purposeful story
* An open mind, with empathy and understanding of the values and ideals of Foyer Foundation
* Awareness and commitment to Advantaged Thinking principles
* Moderate skills in Microsoft packages including Word, Excel and PPT

**Desirable**

* An interest in youth work and/or the not for profit environment

**Mandatory Employment Criteria**

* On occasion there may be a requirement to work weekends or evenings, participate in work based travel, and to attend a variety of different work locations
* Proof of eligibility to work in Australia is required
* A working with children’s check (WWCC)
* A satisfactory Police Check is required.

**Salary and Conditions**

This role is classified the SCHADS AWARD [MA000100] Level 3, PP 1 – 4 commensurate with skills and experience.

The Foyer Foundation is a registered not-for-profit organisation and offers attractive salary packaging arrangements.

While central office is in Melbourne, the work location is flexible around Australia.

People from Aboriginal and/or Torres Strait Islander backgrounds are strongly encouraged to apply.

*The Foyer Foundation does not discriminate on the basis of race, colour, ancestry, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender identity or expression, veteran status or any other legally protected status.*