



## Position Details

<b>Position title:</b>	<b>Youth Program and Development Officer</b>
<b>Award Classification:</b>	Band 6, Part-Time (0.8 EFT)
<b>Department:</b>	Family, Youth and Children
<b>Division:</b>	Community Wellbeing
<b>Date Approved:</b>	May 2026
<b>Approved By:</b>	Manager Family, Youth and Children

### Organisational Relationships:

<b>Reports To:</b>	Team Leader Youth Services
<b>Supervises:</b>	Volunteers, program facilitators, placement students
<b>Internal Stakeholders:</b>	Council Employees and Managers, Executive Team and Councillors
<b>External Stakeholders:</b>	Clients including children and young people, parents, community members, youth and community organisations, primary schools, secondary schools, police and other support services, Government representatives, statutory authorities, suppliers, consultants, and contractors.

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## Position Objectives

- Deliver clear development and wellbeing outcomes for young people, aligned with the Middle Years and Youth Services team objectives and Council Plan.
- Contribute to partnership opportunities across the community with local schools and youth organisations to deliver more strategic and responsive programs.
- Promote youth programs and increase youth participation.



## Key Responsibilities and Duties

- Ensure best practice in youth and community engagement and on behalf of Council.
- Safely work within family and youth friendly approaches to ensure a clear understanding of their needs, trends and engagement opportunities for children, young people, and families.
- Develop and implement program plans based on the needs of the local community.
- Develop and implement monitoring and evaluation processes for youth programs. Seek to improve on service delivery and ensure adaptability to address emerging community trends.
- Work collaboratively and responsively with internal and external stakeholders to ensure the best outcomes.

## Accountability and Extent of Authority

- Reports to the Team Leader Youth Services and operates within clear program objectives and approved budgets, with a regular reporting mechanism on performance and financials.
- Manages assigned program resources to support effective and efficient youth service delivery, ensuring activities align with Council priorities and service objectives.
- When necessary provides oversight and supervision of volunteers and student placements.
- Accountable for preparing, profiling and managing program budgets, monitoring expenditure and initiating corrective actions; identifies efficiencies and reports material variances in line with Council financial reporting requirements.
- Ensures compliance with Child Safe Standards, relevant legislation, and internal policies, and provides guidance to others to support safe and compliant program delivery.
- Exercises procurement authority within delegation and ensures compliance with Council procurement policy; uses Council systems to produce budget performance reports that inform program decision-making.
- Builds and maintains effective relationships with internal and external stakeholders, representing Council in youth sector networks, partnerships, and interagency activities to support coordinated service outcomes.
- Contributes to the implementation of the Council Plan and provides informed input into the development and improvement of procedures, programs, and service initiatives within the Youth Services unit.
- Makes decisions using established frameworks, policies, and best-practice guidelines, ensuring consistency, safety, and positive outcomes for young people and Council.

## Judgement and Decision Making

- Uses critical thinking and established risk-management frameworks when evaluating issues or incidents, seeking guidance from the Youth Services Team Leader where decisions fall outside established procedures or have broader service implications.
- Consistently interprets and applies relevant Council policies, procedures, and established guidelines to ensure decisions are compliant, safe, and aligned with organisational practices. Guidance and advice are available as needed.



- Ensures all new program, service, and event proposals are supported by appropriate risk assessments and obtains approval from Middle Years and Youth Services leadership, making recommendations based on analysis of needs, risks, and best practice approaches.
- Contribute to continuous improvement efforts by analysing service and program performance, recommending enhancements to practices, procedures, and delivery models.

## Specialist Skills and Knowledge

- Demonstrated specialist knowledge of contemporary youth work practice, including best-practice engagement, program development, facilitation, consultation, stakeholder partnerships and data-informed decision making.
- Deep understanding and application of the YACVic Code of Ethical Practice for the Victorian Youth Sector, and relevant sector-specific theoretical frameworks.
- Strong knowledge of contemporary wellbeing issues impacting young people and the ability to apply strengths-based, evidence-informed approaches to program and service development.
- Proficiency in program evaluation, data analysis, and continuous improvement processes to enhance service quality and outcomes.
- Strong digital capability, including proficiency with Microsoft Office and social media tools, and the ability to learn new systems such as budget, procurement and reporting platforms
- Demonstrated experience in building effective partnerships with internal and external stakeholders, providing specialist advice to enhance service collaboration, reach and impact.

## Management Skills

- Manages time effectively by planning, prioritising, and organising own workload to meet service objectives, operate within established timelines, and comply with Council policies, procedures, and legislative requirements.
- Provides guidance, support, and direction to volunteers and students on placement, contributing to their development and ensuring their work aligns with program goals and organisational expectations.
- Demonstrates sound competence in program planning, project coordination, administrative processes, and budget procedures, ensuring tasks are delivered efficiently and in accordance with Council frameworks.

## Interpersonal Skills

- Excellent verbal and written communication skills demonstrated in the ability to engage diverse community members and representatives, forming positive working relationships with young people, community organisations, service providers and colleagues (including those from diverse cultural and socio-economic backgrounds).
- Able to prepare clear and accurate written material, including program reports, budget related information, and evaluation summaries, and communicate key insights based on community trends and data analysis.



- Builds and maintains collaborative partnerships with community organisations and service providers, liaising effectively to support coordinated service responses and shared program outcomes.

## Qualifications and Experience

- A relevant tertiary qualification in youth work, social work, community development, education, or recreation, or equivalent lesser formal qualifications combined with substantial relevant experience in youth services.
- Substantial experience engaging and supporting children, young people, and families across diverse community settings, with demonstrated ability to design, deliver, and evaluate youth programs and community-based initiatives

## Mandatory Requirements

- Current full Victorian Drivers Licence
- Current Working with Children Check
- Current Level 2 First Aid Certificate
- Police Check results that are suitable for this position (will be arranged by Port Phillip Council)

## Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

## Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

## Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse



(CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

## Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).



## Key Selection Criteria

- Relevant tertiary qualifications in youth work, social work or community development and demonstrated significant experience working with children and/or young people, with an understanding of the youth development principles in YACVic's Code of Ethical Practice.
- Demonstrated experience in innovative youth and community program planning, evaluation and service development including mapping of needs, program promotion, resource management, and budget planning.
- Commitment to a culture of child safety and an understanding of the legislation, guidelines and practices that deliver on this commitment.
- Excellent interpersonal and communication skills to gain cooperation and build strong internal and external partnerships – including collaboration with other service providers and community organisations to deliver diverse services and programs across the community.
- Demonstrated time management and organisational skills used to successfully deliver youth and community programs within the agreed timelines and budget.
- Proficient in the use of Microsoft Office and IT systems including procurement, budgeting, record keeping.

*City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.*