



Position Description

Youth Engagement and Participation Officer

The 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.

POSITION TITLE:	Youth Engagement and Participation
AWARD CLASSIFICATION:	Band 6, 0.6EFT, temporary position to 30 June 2022
DEPARTMENT:	Family, Youth & Children
DIVISION:	Community, Wellbeing & Inclusion
DATE APPROVED:	October 2021
APPROVED BY	Manager, Family, Youth & Children

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	Youth Services Team Leader
SUPERVISES:	Volunteers and Student/ Work Placements as required
INTERNAL LIAISONS:	General Managers, Managers, Coordinators, all other Council staff
EXTERNAL LIAISONS:	Young people, Parents and Community members, other Youth and Community organisations, Primary and Secondary schools, Police and other support services, Non-government agencies, Statutory Authorities, appropriate Committees or community groups, Officers in other municipalities

POSITION OBJECTIVES

- This position has been developed to enact the planning and delivery of youth projects and initiatives within the City of Port Phillip (CoPP). Program planning and the implementation of activities, creation of opportunities and service delivery for young people are a key feature of this role. The role will operate to create and connect youth led projects, increase social connectedness, event plan, convene youth committees and mentor young people.
- Work to industry best practise, enact positive role modelling and increase the civic participation of young people that live, study or work in Port Phillip.



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To achieve the objectives of this position, the role requires:

- A dynamic and flexible approach to youth services work, with a commitment to the YACVic Code of Ethics and Youth Work Principles.
- Comprehensive knowledge of youth services and best practice expertise in working in partnership models.
- A dedicated youth work practitioner who can proactively capacity build initiatives, stakeholder relations and community partnerships.

KEY RESPONSIBILITIES INCLUDE

The position will be primarily based at St Kilda Town Hall and is designed to deliver on projects as required, manage youth events, manage CoPP's online youth spaces and play a key role in the evaluation of programs. To achieve this the role will:

- Effectively manage projects, delivering successfully and on time.
- Deliver relevant events for young people that meet desired outcomes and are well attended. Report and evaluate through the Continuous Improvement Process.
- Lead and manage online and in-person engagement with young people with innovative strategies.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This role reports to the Team Leader Youth Services.
- The role is accountable for maintaining and building professional relationships informally and by facilitating or co-participating in professional networking opportunities.
- The role will be underpinned by Council's code of conduct and other relevant internal policies, it will champion Child Safety Standards and will ensure obligations are met under relevant legislative Acts throughout the course of employment and at any events or activities delivered by this role.
- Utilise strong critical thinking when making judgments and decisions.

SERVICE DELIVERY

- Assist in capacity building of youth, stakeholders, schools and facilitate civic participation and the innovation of programs and services in collaboration with internal teams such as the Events or Comms Teams, Family Services or Middle Years staff.
- Budget, plan, evaluate and innovate on projects or services.
- Provide proactive engagement, routine events, undertake youth centric project work to benefit services, identify opportunities and increase community engagement for young people.



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SPECIALIST SKILLS AND KNOWLEDGE

- This position will directly contribute to the delivery of relevant Council Plans.
- Relevant tertiary qualifications and significant experience working with young people in events, participation, programming, advocacy and youth engagement is required. Strong project and management skills, required.
- Proficiency in the gathering and use of data to evaluate programs, research and logic map services.
- Strong computer skills in the Microsoft Office, Power Point and Excel. Experience managing social media and building social media presence. Proficient ability to learn new systems such as budget and procurement programs.
- Knowledge of and previous experience working within Local Government will be viewed favourably.

COMPLIANCE

- Ensure that you are familiar with and abide with, the City of Port Phillip Employee Code of Conduct, applicable legislation and Council's policies and procedures
- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes
- Participate as appropriate in an early and safe return to work program after a workplace injury
- Participate in the improvement of health and safety, including incident investigations and risk management processes
- Maintain knowledge of OHS issues relevant to your work

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in Youth Work, Community Development, Youth Events or similar.
- A current Police Check and Working with Children Check (Mandatory)
- Current First Aid Certificate (Mandatory)

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the 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.



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OCCUPATIONAL HEALTH & SAFETY

- Understand and comply with, the Council OH&S Policy, procedures and legislative requirements relevant to the position.
- Take responsibility for individual / own health and safety and that of others in the workplace. This includes the reporting of incidents involving injury and near misses.
- Communicate with employee health and safety representatives and supervisors about OH&S matters.
- Proactively report any unsafe workplace practices and/or hazards and suggest injury prevention measures.
- Participate in regular training programs to improve awareness of risk management and health and safety within the workplace.
- Perform work in a safe and appropriate manner at all times.

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the 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.

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, and
- Sufficient proof of their identity.
- Complete a National Police Check completed via City of Port Phillip's Provider.
- Proof of Vaccination Certificate
- Employee type Working with Children Check

KEY SELECTION CRITERIA

1. Holds a relevant tertiary qualification in Youth Work or similar Community Development qualification with significant relevant experience in working with young people, plus First Aid qualification, and Victorian Drivers Licence. Additional qualifications in counselling and/or Youth Mental Health First Aid would be well regarded (but not mandatory).
2. Knowledge and demonstrated experience of the principles and practices of youth work and community development including YACVic's *Code of Ethical Practice*.
3. Demonstrated experience in effectively managing projects.
4. Demonstrated experience in successfully managing events.
5. Experience in use of online and social media as an information medium and engagement tool
6. Strong written skills to be able to translate data and findings into evaluation reporting.



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7. Strong interpersonal skills relating to working in partnerships and building strong networks for the benefit of young people. Comprehensive knowledge of the youth sector.
8. High ability to work autonomously and as part of a team.
9. Willingness and enthusiasm to work part of the role within “youth friendly” hours including some after-hours and weekend work (as programs, services and events may fall outside standard business hours).