

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Youth Engagement and Connections Officer
POSITION NUMBER:	1786
DIVISION:	City Life
DEPARTMENT:	Community Strengthening
CLASSIFICATION:	Band 5
REPORTS TO:	Team Leader Youth Engagement and Connections
DIRECTLY MANAGES:	Casual employees, project workers and some external service providers.
INTERNAL LIAISONS:	Council employees
EXTERNAL LIAISONS:	Young people and their families, community service providers, school staff State and Federal Government Departments, student placements, volunteers and the general public
DATE:	September 2024

POSITION OBJECTIVES:

The Youth Engagement and Connections Officer is responsible for providing young people with opportunities for connection and participation and a single point of contact to connect with the people, programs and services they require. The Youth Engagement Officer will plan and deliver all aspects of youth hubs in identified locations across the municipality, facilitating a variety of programs, activities and events that connect young people to their local community.

This position will have a lead role in coordinating and maintaining oversight of the day-to-day operations of the Geelong Youth Hub pilot. This position will have a strong focus on establishing and maintaining partnerships, embedding opportunities for meaningful youth participation, working collaboratively with internal and external stakeholders and ensuring programming at the hub is responsive to the needs of young people.

The Youth Engagement and Connections Officer has excellent engagement skills, is empathetic, creative, resourceful, and able to create an inclusive and positive environment. They will also have the ability to prioritise competing demands, demonstrate initiative and achieve timely and consistent outcomes.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Lead the activation of the Geelong Youth Hub pilot by coordinating and maintaining oversight of day-to-day operations under the guidance of the Team Leader.
2. Assist in the coordination and implementation of the Youth Hub Reference Group in collaboration with the Youth Development Officer – Youth Voice Activation and other team members as required.
3. Establish and maintain positive working relationships with internal and external stakeholders and develop partnerships with youth focused community services and organisations across the municipality.
4. Plan, develop, implement and evaluate programs and events that address the needs of young people in collaboration with other team members in the Youth Development Unit (YDU).

5. Complete all administrative tasks within required timeframes.
6. Facilitate new and innovative processes and activities with young people that strengthen networks and increase opportunities for meaningful participation.
7. Actively contribute towards the maintenance of a safe and friendly team environment.
8. Provide high level supervision of large numbers of young people and manage risks and incidents in accordance with the City's Health, Safety and Wellbeing Policy.
9. Share resources, provide advice and raise awareness of issues relating to access and inclusiveness of services for young people in the local community.
10. Adhere to the City's policies and procedures as relevant to this position.
11. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behavior does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity eg. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

DIVERSITY AND INCLUSION:

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

KEY SELECTION CRITERIA:

Qualifications:

1. Tertiary qualification in Community Development, Social Work, Youth Work or a related discipline with several years of experience, or less formal qualifications and extensive relevant experience.
2. Victorian Working With Children Check (WWCC).
3. National Police Check.
4. Australian Driver's license

Essential:

5. Experience in planning and delivering youth events, inclusive of diverse cohorts of young people.
6. Detailed knowledge of digital platforms and ability to develop and implement promotional strategies.
7. Experience in youth participation and engagement and the development and implementation of community development and/or youth programs.
8. Detailed knowledge of the youth work sector and the ability to establish relationships with key stakeholders and networks.
9. The ability to operate effectively, efficiently, and flexibly with experience in managing competing priorities and multiple workflows.
10. Demonstrated ability to deliver successful outcomes in a timely and consistent manner.
11. Experience working in a youth hub or with large numbers of young people.
12. Experience facilitating and working with groups of young people using a youth participatory framework.
13. Experience in authoring a range of high-quality formal communications including correspondence, briefings, speeches, media releases, funding submissions and reports.

Desirable:

14. Experience in the development and implementation of monitoring and evaluation frameworks.
15. Experience in a Local Government environment
16. Current Level 2 First Aid and CPR qualification

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Authority to make decisions and implement strategies in relation to projects and issues as appropriate.
- Authority to act independently with only general guidance.
- Ensure the efficient and effective development and implementation of Youth Development programs and activities according to policy and strategic objectives.
- Provide direction and support to casual employees during the planning and delivery of programs and events.
- Accountable for maintaining a high level of professional ethics at all times.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Position will be required to make professional and sometimes complex judgements with guidance as required from Team Leader and Coordinator in the implementation of programs informed by Council Plans.
- Authority to trial new youth initiatives in accordance with Council's policies and procedures.
- Application of professional knowledge and experience in dealing with the community's needs or in developing or reassessing services.

SPECIALIST SKILLS AND KNOWLEDGE:

- Demonstrated understanding of the State and Federal Government youth policies and strategies.
- Demonstrated understanding of the Victorian Child Safe Standards and relevant legislation.

- Demonstrated skills in youth participation and engagement including working with young people from diverse backgrounds.
- Knowledge and understanding of the research principles and methodologies particularly in the youth and community development areas.
- Knowledge and understanding of issues affecting young people and their families
- Knowledge and understanding of Local Government.
- Demonstrated understanding of financial and accounting practices.

MANAGEMENT SKILLS:

- Ability to effectively plan and independently manage own time and position requirements including setting priorities, administration, workload organisation and performance monitoring.
- Ability to develop, maintain and implement project briefs and budgets.
- Ability to develop, interpret and implement policy.
- Ability to supervise and manage individuals and large groups of young people.

INTERPERSONAL SKILLS:

- Ability to facilitate cooperative approaches to achieve required outcomes with internal and external customers.
- Flexibility, self-motivation, and a lateral approach to address challenging issues.
- Communication skills to effectively consult and facilitate cooperation between individuals and community groups for the purpose of education and community development programs.
- Strong written and verbal communication skills to effectively convey information and ideas.
- Demonstrated ability to work as a member of a multi-disciplinary team of professional workers and community members.

ADDITIONAL INFORMATION

- This position will require availability after hours and may require occasional weekend work.