

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Youth Engagement Officer	Department	Community Programs
Location	Darwin NT	Direct/Indirect Reports	0
Reports to	Team Leader Youth Programs	Date Revised	September 2017
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4		

### ■ Position Level Descriptor

An individual at the Team Member level is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis

### ■ Position Summary

The Youth Engagement Officer/s works with the Team Leader - Youth Programs and collaborates with teams throughout the Red Cross to engage young people in all of Red Cross's work. The role is a key internal advocate for young people and supports their involvement in Red Cross as leaders, volunteers and participants. This includes working with project teams to understand their aims, explore the meaningful roles young people can perform in those projects, and provide appropriate guidance and resources to teams to maximise their capacity for engagement. The Youth Engagement Officer also provides Executive Officer support to the NT Youth Advisory Committee (NT YAC), a sub-committee of the Divisional Advisory Board.

### ■ Position Responsibilities

#### Key Responsibilities

- Work directly with internal and external stakeholders to promote the understanding and use of youth engagement as a means to improve the lives of young people living in the NT.
- Provide Executive Officer and administrative support to the NT YAC, ensuring young people are actively involved in the design, delivery, and evaluation of Red Cross programs and services.
- Contribute to the development and implementation of Red Cross youth engagement strategies.
- Identify and support engagement opportunities for young people within culturally and linguistically diverse communities.
- Assist in the coordination and implementation of key state advocacy campaigns, including community and school engagement events.
- Attend and contribute to team meetings, local and national, producing work reports and advocating for young peoples meaningful involvement in Red Cross's work.
- Ensure the program operates within budget and in accordance with approved Red Cross and relevant accounting standards

## ■ Position Selection Criteria

### Technical Competencies

- Strong communication skills and ability to communicate effectively with a diverse range of people, including external stakeholders and service providers.
- A comprehensive understanding of youth engagement principles and practice, as well as issues facing young Territorians.
- Ability to develop positive relationships with a range of people including volunteers, members, staff, schools, non-profit organisations, and public sector professionals.
- Ability to work effectively and sensitively with young people from varying cultural and linguistically diverse backgrounds.
- Ability to exercise initiative, discretion and judgement in working both independently and as part of a team.
- Ability to be self-directed with proven organisational and planning skills.
- Sound computer skills, including word processing skills, spreadsheet and database use skills.
- Commitment to reflective practice and continual improvement.

### Qualifications/Licenses

- Current NT Drivers license.
- NT Working with Children Card (Ochre card).
- Current Police Check is required when employed by Australian Red Cross.
- Senior First Aid or a willingness to obtain.
- Relevant tertiary qualifications in Youth Work, Community Services or a related field is highly desirable.

### Behavioural Capabilities

- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Organisational effectiveness | Valuing voluntary service** | Demonstrated understanding of the benefits of voluntary service and recognises the contribution of volunteers to clients, communities and the organisation.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters