

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Youth Resilience Project Officer	Department	Emergency Services SA
Location	Adelaide, South Australia	Direct/Indirect Reports	Up to 10 volunteers
Reports to	Coordinator, Community Resilience	Date Revised	14/07/2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0038269

### ■ Position Summary

The Youth Resilience Project Officer will be responsible for supporting Red Cross' strategic priority of building individual and community resilience to emergency events and disasters. The position will take a lead in delivering youth participation projects aimed at strengthening pathways for young people to participate in emergency management planning, decisions and activities. Emergency Services team members are also expected to support Red Cross Emergency Services operational work during disasters and other emergency events.

### ■ Position Responsibilities

#### Key Responsibilities

- Co-develop, deliver and implement the project plan according to agreed timeliness, including monitoring and reporting on project milestones.
- In collaboration with participants, co-design and develop project deliverables including planning workshops, workshop materials, frameworks and youth participation activities.
- Implement effective communication and engagement strategies with internal and external stakeholders, including young people, expert advisors, emergency management sector organisations and organisations working with young people.
- Support the Coordinator, Community Resilience to ensure the project is managed within the project budget and provide costings for planned project activities.
- Coordinate project activities including workshops, training and reporting.
- Liaise, consult and coordinate the Project Working Group.
- Support a team culture of collaboration and shared responsibility for delivering on the organisation's strategic priorities amongst Emergency Services staff and volunteers.

### ■ Position Selection Criteria

#### Technical Competencies

- Proven highly developed project management and time management skills.
- Effective oral and written communication skills.
- Youth engagement experience, including a highly developed capacity to work with diverse individuals and groups.

- Demonstrated ability to design, develop and facilitate co-design and consultation workshops and resources.
- High level liaison and relationship building skills to establish and maintain networks and facilitate cooperation.
- Sound strengths-based community development skills.
- Proven, highly developed ability to adapt to evolving work environments whilst maintaining a flexible and professional work ethic and approach.
- Knowledge of emergency management principles, psychosocial preparedness, response and recovery (desirable).

### Qualifications/Licenses

- A Working with Children Check is a mandatory requirement for this role
- Current SA Drivers Licence

### Behavioural Capabilities

(Please select **3-5** of the following capabilities)

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **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.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Focussing on clients** | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.

### ■ 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 Ethical Framework and Child Protection Code of Conduct.
- Demonstrate skills, 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 5 years thereafter. Police check renewals may be required earlier than 5 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.