



POSITION DESCRIPTION

POSITION TITLE:		Youth Development Officer – Arts			
POSITION NO:		702319, 702335	CLASSIFICATION:		Band 5
DIVISION:		Community Strengthening			
BRANCH:		Family, Youth and Children’s Services			
UNIT:		Youth & Middle Years			
REPORTS TO:		Team Leader, Youth Programs & Engagement			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	Yes	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

This position is required to provide evidence of COVID-19 double dose vaccination. We will work with individuals to assess their ability to meet this requirement on a case by case basis.

POSITION OBJECTIVES

Under the guidance of the Team Leader, Youth Programs and Engagement, the Youth Development Officer – Arts will be responsible for leading the development and delivery of arts programs, activities and events for young people aged 12 – 25 at the Yarra Youth Centre and other community venues across the municipality.

The Youth Development Officer – Arts will also contribute to the vision that Yarra Youth Services is responsive, inclusive and flexible in supporting young peoples' wellbeing, strengthening their connection and belonging to diverse communities, and empowering their voices.

The Yarra Youth Arts Program will operate collaboratively across Council and in partnership with young people, their families, educational institutions, the community and service providers to build the profile and efficacy of youth arts in the City of Yarra.

Specifically this position will:

- Plan and deliver responsive and evidence-based arts programs, activities and events for young people at the Yarra Youth Centre and other venues, including after-school and school holiday programs;
- Develop and maintain positive links and working relationships with other Council departments, local community arts organisations, schools and organisations in the planning and delivery of innovative youth arts programs;
- Provide young people accessing arts programs with accessible, up-to-date information and referrals to other local internal and/or external youth services as required;
- Lead the Artist in Residence program at the Yarra Youth Centre, to support young and emerging artists through mentoring and opportunities for professional pathways;
- Provide opportunities for young people to showcase their work through partnership with local community events and festivals; and
- Undertake regular evaluation of arts programs to ensure they are effective and continually monitored and developed to meet the future needs of young people and the community.

ORGANISATIONAL CONTEXT

The Municipality is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a best value framework with an emphasis on customer service and continuous improvement.

The City of Yarra has a long and highly respected history in the provision and support of Family, Youth and Children's Services. Yarra is an inner city municipality with an extremely diverse and sometimes polarised community. Community expectations and needs in regard to planning for Family and Children's Services are varied and often complex relating to economic, social, political and community considerations.

The Family, Youth and Children's Services Branch consists of the following units:

- Youth and Middle Years: Planning and provision of a range of supporting, developmental and skill based services and programs for middle years children (8 to 12 years) and young people (12 to 25 years) in line with Council's 0 – 25 Years Plan.
- Children's Services (Long Day Care, Kindergarten, Central Registration, Occasional Care, Pre-School Advisor and Quality Liaison, Out of School Hours Care, Vacation Care).
- Family Services (Family Support, Maternal and Child Health, and Enhanced Maternal and Child Health, and playgroups).
- Service Planning and Development (Strategic planning, service enhancement, quality assurance processes, professional development and training, policy development and resourcing and support to services across the municipality).

ORGANISATIONAL RELATIONSHIP

Position reports to:	Team Leader, Youth Programs & Engagement
Position supervises:	N/A
Internal Relationships:	The incumbent will liaise with staff at all levels within the organisation including Council staff, as required.
External Relationships:	The incumbent will be required to maintain professional relationships with a range of State Government agencies, primary and secondary schools, service providers, arts organisations and providers, sector bodies, education providers, community groups and other service users.

KEY RESPONSIBILITY AREAS AND DUTIES

Under the direction of the Team Leader, Youth Programs & Engagement, the incumbent is required to undertake the following range of duties:

Program Planning and Delivery

- Under the guidance of the Team Leader, Youth Programs and Engagement, plan and deliver responsive and evidence-based art programs, activities and events for young people at the Yarra Youth Centre, including after-school and school holiday programs, and in line with local needs, KPIs, external funding agreements (if applicable), and as outlined in Council's 0 – 25 Years Plan and Action Plans.
- Coordinate external facilitators to work on youth arts programs where required, and in line with Council policies and procedures.
- Work collaboratively with Arts & Culture and other Council departments to activate youth arts spaces at Youth Services facilities and other appropriate venues in the City of Yarra and develop and implement new youth arts program initiatives in line with agreed KPIs.
- Lead the Artist in Residence program that provides 4 – 6 young and emerging artists a 12-month residency at the Yarra Youth Centre that includes mentoring and opportunities for professional pathways.
- Work with other Council departments, local youth services, community organisations and schools to activate spaces – both at the Yarra Youth Centre, and in other venues across the municipality – and plan and deliver effective youth arts programs for young people aged 12 – 25 in the City of Yarra.
- Provide young people accessing arts programs and their families with accessible, up-to-date information and referrals to other local internal and/or external youth programs and services as required.

Youth Engagement and Participation

- Ensure the Yarra Youth Centre – incorporating the Rising High Music Studio, Arts Studio, and other program spaces – provides a safe, accessible and engaging venue for young people.

- Support and foster young people to have an active voice in identifying and developing relevant and appropriate arts programs, events and activities that enhance their health and wellbeing.
- Work with Coordinator, Youth & Middle Years to ensure young people have access to Youth-led Grants and other opportunities as part of the City of Yarra's Annual Grant program.
- Work with Youth & Middle Years colleagues to support young people's participation in other youth programs, activities and events in the municipality.

Stakeholder Engagement

- Support the Team Leader, Youth Programs and Engagement to establish positive links and working relationships with local community arts organisations, schools, local businesses and other agencies in the planning and delivery of youth arts programs, activities and events in the municipality.
- Support the Youth Arts sector through formal and informal networking, information sharing and sector development activities.
- Explore opportunities to collaborate on arts programs, activities and events with local schools and other community arts organisations to support the engagement of young people in the municipality.
- Work alongside Youth Services staff and other Council departments to explore possible collaboration, including programming, communications and consultation opportunities for young people to inform Council planning.
- Work with the Team Leader, Youth Programs & Engagement to plan and undertake evaluation of all youth arts program initiatives.

Program Management and Administration

- Ensure that accurate client data and statistics on programs and services are maintained on SRS and monitored on regular basis.
- Provide regular reports on the activities and performance of programs and services to the Team Leader, Youth Programs and Engagement in line with agreed KPIs, and/or external funding agreements as required.
- Manage relevant program budgets to ensure effective use of Council resources and appropriate financial management and reporting.
- Undertake other administrative duties as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Accountability

This position is directly accountable to the Team Leader, Youth Programs and Engagement, who will provide clear objectives, program budgets and regular supervision to support the delivery of arts programs, activities and events for young people aged 12 – 25 at the Yarra Youth Centre and other venues in the municipality as required. The position will also provide specialist advice and information to the Team Leader, Youth Programs and Engagement on all relevant matters, and the Arts & Culture team as appropriate.

Extent of Authority

The incumbent has the freedom to act on all day to day matters relating to programs and activities as per the position objectives in their agreed work plan, including authorisation of expenditure within budget parameters and Council delegations framework. The Team Leader, Youth Programs and Engagement will provide regular supervision and guidance to ensure adherence to plans.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the *Child, Wellbeing and Safety Act (2005)* and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Accountability
 - Respect
 - Courage

JUDGEMENT AND DECISION MAKING

Under the direction of the Team Leader, Youth Programs and Engagement, the incumbent is expected to make decisions using problem solving, professional/technical knowledge and experience to ensure that all youth services and programs are delivered in a coordinated and integrated manner. Problems are occasionally complex or technical, with new situations requiring some creativity and originality. Matters of a particularly sensitive nature should be brought to the attention of the Team Leader, Youth Programs and Engagement and Coordinator, Youth & Middle Years where guidance and advice is usually available within time to make a choice.

SPECIALIST SKILLS AND KNOWLEDGE

- Demonstrated understanding of the principles that underpin the practice of quality youth work, including a strong understanding of the application of the YACVic Code of Ethical Practice.
- Demonstrated knowledge and experience in the development, planning and delivery of arts-based programs and activities for young people, including an understanding of a range of different art practices.
- Knowledge of the local arts sector, creative industries and other key stakeholders based in the City of Yarra.
- Knowledge and understanding of current issues and emerging trends for young people in the City of Yarra, especially those from diverse backgrounds and experiences.
- Understanding of adolescent development, social planning, and community development.

- Initiative and creativity in the development of arts-based programs.
- Strong analytical and problem-solving skills and ability to plan and develop innovative program options within a broad unit and council-wide frameworks.
- Knowledge of Local Government procedures and practices would be an advantage.
- Ability to contribute to the strategic directions of the Youth and Middle Years Unit.
- Competence in the use of Microsoft Office applications and relevant digital art editing software.

MANAGEMENT SKILLS

- Demonstrated knowledge of youth practices and able to provide young people with guidance and support.
- Developed stakeholder management skills including negotiation, advocacy and diplomacy skills
- Strong time and project management skills, and ability to plan, implement and manage work objectives and priorities within the resources available and an environment of change and conflicting demands.

INTERPERSONAL SKILLS AND ATTRIBUTES

- Ability to be flexible, energetic, creative and take initiative where appropriate.
- Demonstrated ability to build and maintain strong relationships with a range of stakeholders within and external to the organisation in the administration of well-defined activities.
- Ability to motivate and foster community participation in the development and implementation of program and activities for local young people.
- High level of self-motivation and leadership with the ability to work autonomously and effectively within a team environment.
- Well-developed verbal and written communication skills and presentation skills.
- Excellent organisational and administrative skills including computer literacy and use of databases, information technology, and digital art editing software
- Ability to represent Council in a positive and professional manner.
- Write reports in field of expertise and/or prepare external correspondence.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in the social sciences, youth work, social work, the arts (and/or related fields) and some relevant experience **or** lesser formal qualifications with substantial experience.
- Demonstrated experience in implementing youth arts-based programming within a participatory and collaborative framework.
- Demonstrated understanding of and commitment to youth participation.
- Experience and knowledge of current issues and emerging trends for middle years' children and young people.
- A demonstrated understanding of the youth service system and related pathways for young people.
- Experience in project management, including consultation with young people, program planning, delivery and evaluation.
- Demonstrated ability to record and monitor client and service data accurately, analyse research, and organise and present information and reports.
- Current Victorian Driver's License.
- Current First Aid qualification (or willingness to acquire First Aid qualification).

KEY SELECTION CRITERIA

1. Demonstrated understanding of youth work practice and youth participation principles.
2. Demonstrated understanding of issues facing young people in Yarra, and highly motivated to empowering young people to make positive changes in their community through engagement in the arts.
3. Proven ability to build positive connections and relationships with young people and key stakeholders in the arts and youth services sector, and to work collaboratively to deliver positive outcomes.
4. Demonstrated ability to plan, develop and deliver and evaluate innovative and responsive arts programs for young people based on identified needs.
5. Strong project management, administration, reporting and communication skills; including an ability to collate and analyse program data; prepare program reports administer systems and processes; and monitor budgets.