**POSITION DESCRIPTION**

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| **POSITION TITLE** | Youth Involvement Coordinator: NYEB |
| **DIVISION** | Community Programs |
| **DEPARTMENT** | Youth and Adult Employment |
| **REPORTS TO** | Practice and Service Development Lead: NYEB |

**ORGANISATIONAL PURPOSE**

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty.  
We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

**DEPARTMENT PURPOSE**

This role will sit within the National Youth Employment Body, in the BSL’s Youth department. The Youth department is not a service delivery arm in the conventional sense. Rather, we function as an ‘incubator’ for the development of practice and service models that engage and sustain young people experiencing disadvantage in education, training and employment. We work with young people, community, business and all levels of government across Australia to develop, test, refine and consolidate effective and scalable models. This includes concerted effort to bring attention to the realities faced by young people experiencing disadvantage and to the urgent need for policy and practice reform. Our work is supported by youth advisors to inform their lived experience .

The BSL’s Youth department utilises an ‘Advantaged Thinking’ approach across all our programs and has a key role in the development and delivery of training and resources to

enable partner organisations to ensure young people’s aspirations, skills, attributes and talents are recognized and enabled. The National Youth Employment Body (NYEB) was established by the Brotherhood of St Laurence in 2018 to enable a coherent, multi-sectoral approach to addressing youth unemployment. The aim of the NYEB is to facilitate collaborative efforts that enable young people to secure meaningful and decent work while addressing the needs of industry for a diverse and adaptable workforce.

**POSITION PURPOSE**

This is an exciting position for someone with a passion for amplifying lived experience and making a difference through systemic change to have a meaningful and positive impact on skills and employment practices and processes across Australia.

The Youth Involvement Coordinator will be responsible for the establishment, coordination, and development of the Youth Advisory Board of the National Youth Employment Body. This role will involve working directly with Youth Advisors and support the Practice and Service Development Lead to develop a strategy for the Youth Advisory Board so that young people are involved in the co-design and decision making of efforts across the National Youth Employment Body. This will include leading the recruitment, onboarding, training and ongoing investment in a group of Youth Advisors from across Australia. The role will also share responsibility for building the capabilities of partners across the country on their youth involvement efforts.

The role is responsible for the organisation and support of the Youth Advisors by arranging activities such as trainings, working groups and preparation for key advocacy engagement. The candidate will have exceptional communication skills as a trainer as well as strong interpersonal skills to engage, support and harness young people’s voices to influence practice change.

**KEY RESPONSIBILITIES**

* Provide support and coordination to NYEB Youth Advisors as their main point of contact, working collaboratively with them and with the Practice and Service Development Lead to ensure young people’s leadership is embedded into NYEB practice at a local and national level
* Assist in the development of the design, strategy, and model for the Youth Advisory Board as an established governance group of the National Youth Employment Body
* Lead the recruitment, onboarding, and on-the-job support of NYEB Senior Youth Advisors, relationship-building with them and across the Youth Team to ensure each individual’s interests, needs, and aspirations are attended to
* Facilitate a range of capability-building activities for NYEB Youth Advisors to meaningfully contribute to the Youth Advisory Board and other NYEB activities, ensuring alignment with young people’s interests and goals.
* Use an Advantaged Thinking practice approach, work with the NYEB Youth Advisors in the Youth Advisory Board to build strong foundations for ideation, goal-setting, and collaborative action.
* Facilitate Youth Advisory Board meetings and activities to ensure that young people’s overlapping identities and lived experiences are welcomed and valued in safe, respectful, inclusive ways.
* Support the training and capability-building of NYEB community partners, national partners and others to ensure that young people can participate, co-design and thrive in NYEB activities and as leaders in their organisations.
* Work closely with the Youth Practice Team to ensure that youth involvement activities are coordinated and coherent across the Youth Team at BSL, including facilitating opportunities to connect with other BSL Youth Advisors.
* Support in the co-design and delivery of training and Community of Practice sessions across the NYEB.
* Participate in cross-team working group sessions with the focus of keeping practices and activities young person centred.
* Provide advice and feedback on NYEB resources and contribute to their ongoing development.
* Identify & develop projects aimed at evolving Youth Involvement practice in the NYEB with the guidance of the Practice and Service Development Lead.
  + Work collaboratively within teams to achieve common goals
* Demonstrate a commitment to BSL’s quality framework and culture by participating in and promoting quality actions through continual improvement activities
* In collaboration with manager, set goals and objectives to ensure outcomes are met
* Model BSL’s values and adhere to the Code of Conduct in everyday work practices
* Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
* This position will require direct contact with children and/or vulnerable individuals
* This position will need to undertake regular interstate travel
* Other duties as required

**SCOPE OF RESPONSIBILITY**

* Direct Reports NIL
* Indirect Reports Youth Advisory Board members

**KEY SELECTION CRITERIA**

Career Experience:

* Lived experience of employment services or skills and training systems
* Ability to develop creative content for activities such as trainings, workshops, advocacy groups
* Organisational and time-management skills, and an ability to prioritise and meet deadlines
* Willingness to co-facilitate workshops and consultations
* Interpersonal and communication skills to liaise and build relationships with a broad range of people at all levels and from diverse backgrounds

**Personal Qualities:**

* Ability to effectively draw on personal strengths/skills as well as willing to learn new skills and adapt to different environments
* Ability to listen to a range of views/opinions and identify their most important message
* A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
* An understanding of and commitment to the values and ideals of the Advantaged Thinking approach

**MANDATORY EMPLOYMENT CRITERIA**

* Proof of eligibility to work in Australia is required
* A satisfactory Police Check is required - BSL will support successful candidates in this process.
* A Working with Children Check is required - BSL will support successful candidates in this process.

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.