

# Youth Services Planning & Engagement Officer

<b>Position Number</b>	1203
<b>Directorate</b>	Communities & Place
<b>Service Unit/Department</b>	Youth & Early Years
<b>Location</b>	Kalkee Road Childrens & Community Hub, 28 Kalkee Road, Horsham
<b>Position Classification</b>	Band 6
<b>Position Appointment</b>	Permanent Full-time
<b>Enterprise Agreement</b>	Horsham Rural City Council Enterprise Agreement Number Ten, 2022-2025
<b>Reports to</b>	Coordinator Youth & Early Years

## Organisation Values - **FAIR**

**Flexibility**  
We are adaptable to changing circumstances

**Accountability**  
We are responsible for our behaviour and actions

**Integrity**  
We are ethical, transparent and honest in our conduct

**Respect**  
We value diversity and appreciate others and will not tolerate sexual or others forms of harassment

## 1. Position Objectives

- To facilitate and deliver a range of youth initiatives in line with Horsham Rural City Council's Youth Strategy.
- To champion the engagement and empowerment of young people in decision making for youth initiatives of our municipality.
- To strategically plan for future facing models of delivery of contemporary youth services.
- To manage the use, activation and ongoing refurbishment of "The Station" to ensure it can provide a multiuse space for the community including use by young people.
- To facilitate and deliver project plans for FReeZA and Engage! funding.
- Actively engage with young people, building relationships and understanding their perspectives.
- Supervise and collaborate with Youth Programs Officer.

## 2. Key Responsibility Areas

- Coordinate the implementation and ongoing evaluation of Council's Youth Strategy.
- Address youth service gaps in partnership with other local youth service providers.
- Advocate for the development of youth specific services as identified by young people including those relating to health, education, employment and technology.
- Act as a champion for youth involvement in Council programs and other community agencies.
- Engage with youth and other relevant projects and teams within council to explore and develop youth-friendly, safe spaces within the municipality.
- Using a collective impact model, partner with services and young people in the municipality to deliver a range of recreational events and programs.
- Source, apply and acquit funding grants and establish a youth specific stream of Council's Community Development Grants Program.
- Supervising and setting work plan with Youth Programs Officer to deliver objectives in FReeZA, Engage!, youth Council and other youth projects.

### Community Development and Liaison

- Facilitate, coordinate and guide the HRCC youth council so that they can respond to and advocate for relevant issues important to young people in the municipality.

- Support Council's engagement with young people including outreach, digital and social media.
- Establish a youth forum that acts as a conduit for young people to express ideas and concerns to Council, local youth Service Providers and the broader community.
- Ensure targeted engagement of young people for all major Council projects.
- Liaise, collaborate and foster relationships with local and regional youth service providers.

#### **Administration**

- Understand and keep all necessary records and report all necessary data related to the position and funding arrangements as required.
- Make and keep accurate and complete records relating to business activity and decision making including letters, emails and reports.
- Contribute to the security of the Kalkee Road Children's and Community Hub and the maintenance of a safe environment.
- Participate in the development of the service's aims and objectives, to be used as a guide to planning, implementing and evaluating all aspects of the service.
- Maintain professional quality by attending appropriate training, relevant conferences and in servicing thereby increasing education standards.

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skills base.

### **3. Occupational Health and Safety (OH&S) Responsibilities**

- Wear the correct personal protective equipment.
- Comply with safe work method statements and procedures.
- Report incidents and hazards.
- Don't interfere with or misuse anything at the workplace to support health, safety, and welfare.
- Participate in safety training apply learnings and requirements of the training.
- Take reasonable care for your health and safety and health and safety of others

#### **4. Accountability and extent of Authority, Judgement and Decision Making**

- Responsible to the Coordinator Youth & Early Years for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply.
- The freedom to act is subject to regulations and policies and regular supervision by the Coordinator Youth & Early Years. The freedom to act is governed by clear objectives and/or budgets with regular reporting mechanisms to ensure adherence to goals and objectives.
- The effect of decisions and actions taken is usually limited to the quality or cost of the programs and projects being managed.
- Contribute to the achievement of position objectives and performance indicators.
- Exercise initiative and make decisions regarding routine and procedural matters.
- Utilise experience and professional judgement to address complex problems.
- Think creatively and use a range of approaches to achieve goals.
- Seek support and advice from the Coordinator Youth and Early Years
- The nature of the work is usually specialised with methods, procedures and processes developed from theory or precedent. The work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.

#### **5. Skills and Knowledge**

- An understanding of community development principles and processes and their application.
- An understanding of community engagement practices and processes.
- Demonstrated ability to plan, coordinate and evaluate youth and development projects, events and initiatives.
- Well-developed facilitation, interpersonal, communication and negotiation skills to enable broad community participation and to develop effective networks with young people and communities.
- Demonstrated ability to work/collaborative with young people.
- Knowledge and awareness of regional services and support programs for young people.
- Understanding of Federal and State Government and local Service Provider strategic approaches to youth services.

## 6. Management and Administrative skills

- plan and organise own work
- manage own time and achieve set goals within timelines
- work independently within a team framework
- ability to plan, coordinate and schedule a range of tasks and projects concurrently

## 7. Interpersonal skills

- high level of communication skills, written and oral
- ability to work in partnership with a range of services, the community and young people
- conflict resolution and problem-solving skills
- demonstrated understanding of gender equity, cultural diversity, beliefs, values and needs of a culturally & linguistically diverse community

## 8. Qualifications and Experience (Selection Criteria)

- Relevant tertiary qualifications in Youth Work, Community Development, Social Science or equivalent and experience in related fields.
- Demonstrated ability to perform the functions of the position.
- Current Victorian/Australian driver's licence.
- Able to pass a pre-employment medical examination, Police Check, Working with Children and referee checks.

### **KEY SELECTION CRITERIA**

- Relevant qualifications and experience
- Demonstrated experience in community engagement and implementation of youth development initiatives
- Proven ability to establish and maintain successful partnerships with key youth and community stakeholders including service providers, community groups, funding bodies and young people.
- High level of written and oral communication skills
- Demonstrated ability to manage time effectively
- Demonstrated understanding of the needs of a young people including diversity and gender equity considerations.
- Demonstrated experience in planning and coordination events

## 9. Organisational Relationships

<b>Reports to:</b>	Coordinator Youth & Early Years
<b>Supervises:</b>	Youth Programs Officer
<b>Internal Liaisons:</b>	All Council departments with an emphasis on: <ul style="list-style-type: none"><li>- Community and Inclusion Officer</li><li>- Media &amp; Communications Officer</li><li>- Creative Services &amp; Events Lead</li><li>- Gender Equity and Family Violence Prevention Officer</li><li>- Recreation and Open Space Planning Officer</li><li>- Business Development Liaison Officer</li><li>- Library Programs and Engagement Officer</li><li>- Horsham Regional Art Gallery Team</li></ul>
<b>External Liaisons:</b>	Youth people Community based agencies Local Schools Other local Councils Specialist service providers and agencies Other community and health services

## 10. About Horsham and Horsham Rural City Council

Horsham Rural City is a vibrant, multi-cultural community situated in the heart of the Wimmera region of Victoria, approximately 300 kilometres north-west of Melbourne. The municipality has a population of approximately 20,000, covering an area of 4,267 square kilometres, with approximately three quarters of residents living within the urban area of Horsham.

Horsham is the major provider of retail, community and government services in the Wimmera, with dryland and broadacre agriculture being our major industry. There are a range of quality educational and health care facilities including secondary colleges, a university and an agricultural college.

Council is committed to working with the community to develop the municipality through strong leadership, vision, good governance, responsive services and quality infrastructure, whilst enhancing our liveability and natural environment.

### **Accessible and Inclusive Employer**

Horsham Rural City Council supports flexible and accessible working arrangements for all staff. We are progressive, open to new approaches, and aim to be an inclusive and diverse workplace that celebrates the contribution made by all our staff.

### **Occupational Health and Safety/Risk Management**

All employees are required to follow workplace health and safety requirements and obligations in accordance with legislative frameworks, Council policies (including the OHS Responsibility and Accountability Procedure) and other workplace procedures at all times.

Employees will also observe and comply with Council's Risk Management Policy and the application of sound risk management practices within the workplace and the community.

## **11. Further information**

Horsham Rural City Council is an Equal Opportunity and Child Safe Employer and values Flexibility, Accountability, Integrity and Respect. We encourage and celebrate all cultures, heritage and diversity. We recognise the important and ongoing place that all Indigenous people hold in our community.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Safety Department or [www.humanrightscommission.vic.gov.au](http://www.humanrightscommission.vic.gov.au) for further information.

Manager People & Safety  
Horsham Rural City Council  
PO Box 511  
Horsham Victoria 3402  
Email: [hr@hrcc.vic.gov.au](mailto:hr@hrcc.vic.gov.au)

**12. Sign Off**

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Document prepared by: People & Safety Department

**Approved by:** .....  
(Director Communities & Place)

**Date:** .....

**Employee name:** .....

**Signature:** .....

**Date:** .....