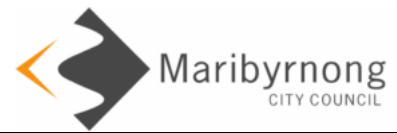


# Position Description



<b>POSITION TITLE:</b>	Young Communities Advocate
<b>POSITION NO:</b>	
<b>DIRECTORATE:</b>	Community Services
<b>DEPARTMENT:</b>	Community Life
<b>SECTION:</b>	Youth Services
<b>CLASSIFICATION:</b>	Band 4
<b>LOCATION:</b>	Phoenix Youth Centre
<b>DATE:</b>	July 2026

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Youth Development Lead
<b>Supervises:</b>	NIL
<b>Internal Liaisons:</b>	Manager Community Life, Coordinator Youth Services and Partnerships and all Council employees.
<b>External Liaisons:</b>	Young people, their families, carers, community and significant others, Service Organisations, Schools, training providers, business, community agencies and groups. Local, State and Federal Government departments, particularly those relating to Youth Affairs.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

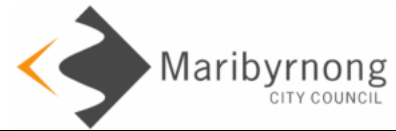
Under the guidance and support of the Youth Development Lead, the Young Communities Advocate will develop a project/program/activity to support the broader aims of the Children, Young People and Families Strategy 2020-2030. The project will support young people's wellbeing, development, access, participation and voice, and work alongside the Youth Services Unit of Maribyrnong City Council.

## DUTIES AND RESPONSIBILITIES

Work alongside Youth Workers towards enabling and ensuring:

- engagement and inclusion of all young people
- the voice of young people to be heard
- the safety of young people

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- respect for young people's human dignity and worth
- young people's connectedness to important people in their lives, such as family and community
- positive health and wellbeing outcomes for young people
- positive transitions and healthy development of young people
- social justice for young people

Consult and liaise with young people across the municipality of Maribyrnong in the design and implementation of a relevant and sustainable project/activity.

Engage key stakeholders from both within Council and external to Council to support the project.

Work alongside other Youth Services Staff to support the sections programs and activities.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

### Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve their own safety and the safety of those around them while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.
- We are a child safe organisation and are committed to child safety and supporting the best interests of children in all our operations.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Accountable for the effective and efficient performance of key responsibilities listed above, maintaining and improving standards of work within the scope of the role.
- Assist to maintain compliance with OH&S requirements and Council's policies and procedures in undertaking allocated projects.
- Commitment to the provision of accurate and efficient quality customer service to internal and external stakeholders.
- Provide assistance and training to employees on position relevant procedures, systems and equipment.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with Council policy and procedures.
- Promotion of Council services, programs and events in a positive and effective manner.

### JUDGEMENT AND DECISION MAKING

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- Adhere to relevant policies, procedures and guidelines determined for the operation of Council's services and facilities with advice and guidance always available, if required, from supervisor or other Council employees.
- Ability to make decisions concerning routine and defined administration functions without recourse to supervisor.
- Exercise good judgement and discretion regarding confidential issues.
- Show initiative and a proactive approach to improvement of processes related to the role as needed.

### SPECIALIST SKILLS AND KNOWLEDGE

- An understanding of Council's policies, regulations and procedures associated with the position and other Council services, as required.
- A basic understanding of relevant Acts/Regulations as they apply to the role.
- An understanding of the relevant technology, procedures, processes and systems related to the role.
- Ability to research, collect, analyse and interpret information to perform role or assist supervisor on the drafting of reports and other documentation.
- Basic knowledge and experience in quality assurance as it applies for the position.

### MANAGEMENT SKILLS

- Ability to effectively plan, organise and manage own time within a complex and diverse range of projects and priorities to achieve targets within a set timetable.
- Ability to exercise initiative and work both independently and within a team environment.
- Understanding of and ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when performing supervisory tasks.
- Ability to establish a rapport with employees and foster a customer focused team.

### INTERPERSONAL SKILLS

- Ability to establish rapport with all levels of the organisation and with external stakeholders.
- Well-developed written communication skills to prepare correspondence, assist with reports, and presentations with ability to review material for accuracy and provide attention to detail and quality.

### QUALIFICATIONS AND EXPERIENCE

An interest in activations, programs and events for young people aged 12-25. No prior experience or formal qualifications required.

### KEY SELECTION CRITERIA

Knowledge of the issues that young people (12 – 25 years) across the Maribyrnong municipality currently face, and ideas on what Council or Organisations can be doing for and with young people.

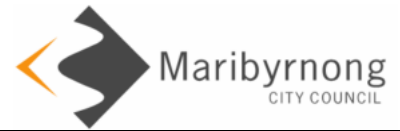
Experience in working on a project and/or assessment for an extended period of time (inclusive of work within a high-school environment), within a group or alone, and presenting the project to a group or team.

Ability to engage and consult with young people from a range of diverse backgrounds in the community.

Experience with IT applications such as Microsoft Teams, Microsoft Word, Excel, Outlook, Powerpoint, etc.

Must hold a current Working with Children's Check (or be willing to obtain)

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No relevant criminal record found in a police check.

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\*Young people aged between 18 and 25 years with a strong connection to the city of Maribyrnong (Footscray, West Footscray, Yarraville, Seddon, Braybrook, Maribyrnong, Tottenham and Maidstone) are strongly encouraged to apply.

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**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council's Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/  
Coordinator:.....

Date: .....