



**KYOGLE TOGETHER Inc.**

**Position:**

**Swoopin' Season Youth Development Worker**

<b>Employment Status</b>	<i>Part Time – 12-month contract - 18 hours per week. This will need to be flexible as work will at times be responsive to activities developed</i>
<b>RRF Grade</b>	<b>SCHADS Award Level 4.1- \$37.54 per hour</b>
<b>Reporting To</b>	<i>Village Youth Program Coordinator</i>
<b>Directly Supervising</b>	<i>Mentoring a cohort of young people 12 – 25 years old</i>
<b>Closing date</b>	<i>Monday 6<sup>th</sup> September 2021</i>

## Position Summary

This position is funded through the Australian Drug Foundation in support of the Local Drug Action Team. The Local Drug Action Team Program supports communities to work together to prevent and minimise the harm caused by alcohol and other drugs. This is a project-based position and has a focus on skills development workshops and events for young people 12 to 25 years of age. The project will engage a group of 20 young people from Swoopin' Season, the Youth Advisory Committee and community to participate in event management and mentoring training and support. You will develop and deliver participation and leadership strategies and opportunities. At the completion of this training, the trained young people will manage six Alcohol and Other Drug (AOD) free events for young people throughout the Kyogle Shire.

The project aims to increase the geographical reach and connections with young people throughout the Kyogle LGA. This will be a two-fold approach. Firstly, mentoring Swoopin' Season, the Kyogle Youth Advisory Committee team members to create/ deliver AOD free events, through mentorship and skills development training. Second will be young people delivering the events in numerous communities throughout our LGA. We will develop our

own mentoring program, including recruitment, training and matching. The young people will consult more broadly and create and deliver the AOD free events.

You will also be a part of the more general services that support young people which would include supporting the After-School Program and the School Holiday Program as required. The position will also cover the villages Muli Muli, Woodenbong, Bonalbo, Jubullum, Tabulam and be inclusive of Kyogle township.

## **Selection Criteria**

1. Experience in the development and delivery of workshops for small groups. Please provide an example of when you have delivered workshops. What made them successful? How did you know?
2. Experience in managing events. Please provide general experience in events management. What approaches would work best in mentoring young people to do this?
3. We operate within a community development framework. What is a community development strategy where you led the process? What engagement strategies did you find most successful?
4. Tell us about a successful partnership approach to your work that you have been involved with. Did you experience any problems and how did you overcome these? What were the outcomes that made you feel this was a worthwhile partnership?
5. Prevention is an important part of a comprehensive harm reduction approach to reduce alcohol and other drug (AOD) harms, particularly amongst young people. How do you think this might relate to this role?
6. Current driver's licence.

If you are offered the position, you will be required to complete a NSW working with children check and a police check. These checks will need to have been verified prior to commencement.

**Please ensure you address each criterion above and tell us how you have knowledge and experience against each one – you need to do this to be considered for the position**

## Core Requirements

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES
<b><i>Vision, Mission, Values</i></b>	<ul style="list-style-type: none"> <li>Has an enhanced working knowledge of the vision, mission and values, and the community context. Has knowledge of other relevant KT Inc. teams and work areas, and relevant external services.</li> </ul>	<ul style="list-style-type: none"> <li>Works toward the organisations strategic directions framework and complete the working document that demonstrates your work within this framework. To be discussed and reviewed through supervision sessions.</li> </ul>
<b><i>Leadership / Teamwork</i></b>	<ul style="list-style-type: none"> <li>Supports the delivery of event management training to young people.</li> <li>Mentors young people to deliver events throughout the region</li> <li>Commitment to varying own schedule to reflect work needs outcomes, notify direct supervisor of progress of work.</li> <li>Demonstrates to other team members a high level of motivation and sustained discipline to provide a high engagement with a wide variety of community members in different settings. Actively participates in team and community meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Swoopin' Season - Kyogle Youth Advisory Committee up and running and new model implemented</li> <li>Maintains positive relationships with colleagues and proactively responds to resolve any issues whilst adhering to the Policies &amp; Procedures of Kyogle Together.</li> <li>Works to an agreed upon work plan and achieves key performance indicators.</li> </ul>

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES
<b><i>Interpersonal Skills / Communication</i></b>	<ul style="list-style-type: none"> <li>• Non – judgemental.</li> <li>• Open and friendly attitude.</li> <li>• Easy to engage with.</li> <li>• Able to resolve conflict, will seek assistance when needed. Uses positive engaging techniques.</li> <li>• Able to create a network of contacts to progress your work and promote the organisation.</li> <li>• Able to communicate in a manner appropriate for the organisation</li> <li>• Can be confident in speaking in group settings – chairing meetings, facilitating groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Engages constructively in regular supervision and team meetings and comes prepared.</li> <li>• Maintains regular contact with stakeholders throughout the region.</li> <li>• Leads and chairs community meetings both with young people and the broader community.</li> <li>• Contributes to and participates in Kyogle Together staff and program social media pages.</li> <li>• Leads and supports Volunteer/s, student placement/s, Casual staff members as appropriate.</li> </ul>

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES
<b><i>Continuous Improvement / Quality</i></b>	<ul style="list-style-type: none"> <li>• Seeks opportunities to innovate within the context of the role.</li> <li>• Resolves problems requiring the practical application of problem-solving techniques.</li> <li>• Understands why continuous improvement is important and can convey this to less experienced staff.</li> <li>• Seeks to understand the social impact we are having due to our program delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• Participates in regular supervision. Comes prepared and is open to reflective practices.</li> <li>• Sound project management – demonstrating project plans, program logic processes and innovative responses.</li> <li>• Reflective practices on social impacts of services/activities/projects.</li> <li>• Develops and implements evaluation methods for all activities and services.</li> <li>• Contributes to development and implementation of policies and procedures.</li> </ul>
<b><i>Practices / Safety / Standards</i></b>	<ul style="list-style-type: none"> <li>• Adheres to standards, Code of Conduct and all relevant government legislation (eg, OH &amp; S) and relevant standards.</li> <li>• Adheres to detailed and precise procedures and standards.</li> <li>• Understands and interprets complicated standards which require interpretation or understanding of variations.</li> <li>• Adopts a professional approach to practice including: financial and general accountability.</li> </ul>	<ul style="list-style-type: none"> <li>• Completes risk assessments and event management plans for services and activities.</li> <li>• Develops and monitors project budgets and meets regularly with finance manager to ensure funds reconcile and there is agreement on expenditure.</li> <li>• Maintains essential financial and other reporting documents.</li> <li>• Develops a work plan in line with the contractual obligations of this role.</li> </ul>

<b><i>Experience / Qualifications</i></b>	<ul style="list-style-type: none"> <li>• Certificate IV in relevant studies, or equivalent knowledge and experience at level of very skilled team member.</li> </ul>	<ul style="list-style-type: none"> <li>• Complies with required role professional development. i.e. Child protection</li> <li>• Is able to work autonomously and within a team environment.</li> <li>• Contributes to change management and will raise issues and seek to address them when and if they arise</li> </ul>
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## Functional Requirements

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES
<b><i>Network and engage regional service providers, parents and young people</i></b>	<ul style="list-style-type: none"> <li>• Support Swoopin' season day to day functions.</li> <li>• Assist with the promotion and engagement with Swoopin' Season</li> <li>• Create a network of participants willing to support the development and delivery of events throughout the LGA.</li> <li>• Activities that encourage connectedness for young people and that increase their social inclusion and participation i.e. events development - mentoring, leadership, harm reduction messaging (re: AOD), team work etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Network(s).</li> <li>• Involvement by young people.</li> <li>• Development of Swoopin' Season's events through the support strategy of mentoring.</li> <li>• Nurture the growth and implementation of Swoopin' Season.</li> </ul>
<b><i>Train &amp; Mentor young people in events management</i></b>	<ul style="list-style-type: none"> <li>• Develop training sessions.</li> <li>• Liaise with external training providers in the delivery of related topics</li> <li>• Develop mentoring program.</li> </ul>	<ul style="list-style-type: none"> <li>• Sessions delivered.</li> <li>• Mentoring program developed and implemented.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure Safer partying messages are imbedded in our mentoring program and at events (if appropriate).</li> </ul>	<ul style="list-style-type: none"> <li>• Young people's knowledge of harms associated with risky drinking and drug taking is increased.</li> <li>• Evaluations are developed, collected and reported.</li> <li>• Young people's knowledge on organising and delivering events has increased.</li> </ul>
<b><i>Events management and delivery in various communities in the Kyogle Shire</i></b>	<ul style="list-style-type: none"> <li>• Deliver events - mentoring young people throughout the process.</li> <li>• Work across the LGA – Woodenbong, Bonalbo, Tabulum, Jubullum, Muli Muli and Kyogle.</li> <li>• Work in collaboration with the other youth workers in the program to support the delivery of events.</li> </ul>	<ul style="list-style-type: none"> <li>• Organises &amp; contributes to 6 events – mentoring young people in the delivery.</li> <li>• Lead and or support organising community events that support Aboriginal communities and/or promote issues that affect Aboriginal people and/or their communities: CDAT events: Reconciliation Week events, NAIDOC events, LGBTIQA groups for young people in partnership with other KYA youth workers.</li> </ul>
<b><i>Compliance &amp; Reports</i></b>	<ul style="list-style-type: none"> <li>• Adheres to compliance and reporting requirements.</li> <li>• Identifies problems with compliance and reporting requirements.</li> <li>• Maintains appropriate documentation to required standard.</li> <li>• Suggests changes to procedures.</li> <li>• Assists with Implementing agreed changes within the work area.</li> </ul>	<ul style="list-style-type: none"> <li>• Bi-monthly report.</li> <li>• Program contribution to annual report.</li> <li>• Contract reports and updates as required.</li> <li>• Develop project plans and program logic documents as indicated by your direct supervisor.</li> </ul>

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES
<b><i>Special Projects</i></b>	<ul style="list-style-type: none"> <li>• As and when required by the Village Youth Program Coordinator.</li> <li>• Development of project plan with budget for approval by general Manager.</li> <li>• Willingness and ability to seek funding.</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory completion of project within defined scope, specification, time frames and budget.</li> </ul>



## Decision Making Authority

You are responsible for fulfilling your duties within the framework of legislative requirements and Kyogle Together's policies and procedures. Issues are usually resolved without reference to your immediate supervisor but matters that arise which are outside the policy framework or matters which may potentially escalate to the detriment of Kyogle Together should be reported to your immediate supervisor. Work in collaboration with your direct supervisor in the ongoing development of the project(s) you are working on.

## Relationships

### ***Internal***

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| 1. Village Youth Program Coordinator   | 1. Direct Supervisor                   |
| 2. Village Youth Program Team: Youth Development Workers (village based), Volunteers, Student Placements | 2. Colleagues within the KYA Team      |
| 3. Kyogle Youth Action Youth Workers (Kyogle based)  | 3. Colleagues within the KYA team      |
| 4. Swoopin' Season Chairperson   | 4. Colleague: Youth Advisory Committee |

### ***External***

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| 1. Multiple service providers | 1. Those both within and outside of the Kyogle Shire |
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## Expectations

- To display informed affinity with the ideas, aspirations and ethics of the Kyogle Together Inc. and to identify with its purpose.
- To attend appropriate development and training courses.

## Additional Information

- Kyogle Together Inc. has a smoke free environment on all Kyogle Together Inc. property and motor vehicles.
- Willingness to work under Occupational Health and Safety guidelines and adhere to grievance procedures.
- Demonstrate commitment to equal employment opportunity principles with regard to all employment activities.

