

Title of Role:	Youth Partnership Officer	Type of Appointment:	Fixed term, part time position (0.5FTE/2.5 days per week)
Business Unit:	Youth Participation Team	Position Number:	
Division:	Head Office	Classification Level:	4.1
Program Name:	Youth Participation	Award Type	SCHCADS

Organisational overview

Youth Support + Advocacy Service (YSAS) is one of Australia's largest and most comprehensive, youth-specific community service organisation that enables young people experiencing serious disadvantage to access the resources and support they require to lead healthy and fulfilling lives.

YSAS is a Child Safe organisation. We actively promote the safety and wellbeing of young people and are committed to protecting young people from harm or abuse who come into contact with and/or access our service.

At YSAS we are committed to people of a diversity of backgrounds and identities being included, represented, and having the opportunity to participate equally in the life of our organisation and the communities in which we provide our services. We strive to create the conditions where people feel safe, enfranchised and valued. We value lived-experience wisdom, insight, and knowledge.

Position Purpose

The Youth Partnership Officer role supports YSAS approach to youth participation, partnership and leadership. The purpose of the role is to:

- co-create and embed YSAS approach to youth partnership and leadership into practice.
- co-create and implement a program of knowledge building to strengthen staff understanding of Youth Participation at YSAS leading to establishment of systematic and inclusive program-based participation opportunities.
- strengthen organisational awareness of, support for and creation of pathways for youth participation in partnership and leadership opportunities.

The Youth Participation Officer role acts as a link with internal and external stakeholders regarding youth participation and leadership at YSAS.

Reporting relationship

This role reports to	Manager Youth Participation, Feedback & Complaints
Direct reports	This role has as no direct reports.

Key working relationships / interactions

External	Within YSAS [beyond immediate team members]
Sector peak bodies and partner organisations	The CREW (YSAS Youth Advisory Committee)
Youth Participation Practice Network	YSAS Youth Participation Forum
	YSAS Governance Committees
	YSAS Staff and Young People

Responsibilities

The key responsibilities you have been engaged to perform are below. You may be lawfully directed to perform any duties that a person with your qualifications, skills and abilities would reasonably be expected to perform.

Key Responsibilities	Accountability / Activity	Performance Indicator/ Measurement
Leadership	- Communicate, advise and embed YSAS youth partnership and leadership approach across the organisation ensuring inclusion, and intersectional representation - Support the development and implementation of annual Ideas Days Reports for presentation to young people, staff and YSAS Board	- YSAS Strategic direction is informed - Ideas Day/s Report supported for presentation - Sites/programs supported
Service delivery	- Partner with YSAS Advocacy and Communications team to maintain digital communications about Youth Participation and relevant organisational campaigns - Develop and monitor internal organisational learning module/s relevant to Youth Participation. - Support with monitoring of the key Youth Participation initiatives / projects for inclusion and equity, ensuring the intersectional needs of young people are addressed - Support co-ordination of annual Ideas Days that enable YSAS young people to have a voice and influence YSAS decision making and advocacy for service and sector change	- Youth Participation Forum meetings facilitated quarterly, with agenda co-created and minutes documented - Youth Participation has a digital communications presence - Annual staff training and staff induction supported - Monthly team updates provided
Stakeholder engagement	- Provide education, information and resources to support sites/programs to implement YSAS Youth Participation Policy and Guidelines. - Develop linkages with YSAS sites regarding local Youth Participation projects and functions. - Act as a point of contact with internal and external stakeholders requiring information around youth participation in practice.	- Maintain site connections and projects list - Respectful interactions with internal and external stakeholders
Continuous improvement, collaboration & teamwork	- Undertake improvements to deliver on YSAS's strategy, ensuring alignment of policies, practices and systems to the organisational strategy. - Actively contribute to continuous quality improvements in service delivery/business support in collaboration with others. - Undertake any other reasonable tasks as directed by the Manager - To actively take on managers feedback from time to time	- Regular review of work processes - Quality and strength of collaborative work across teams and functions - New processes and initiatives introduced
Compliance	- Ensure knowledge of all relevant YSAS policies, procedures, guidelines and work methods is actively implemented and maintained - Complete all mandatory and scheduled training as requested	- Work activities comply with relevant legislation, YSAS policies and operating quality standards - Mandated and scheduled training up to date

Key Responsibilities	Accountability / Activity	Performance Indicator/ Measurement
Workplace safety and wellbeing	- Take care of your own health, safety and wellbeing and that of any other person who may be affected by your actions or omissions in the workplace - Understand responsibilities and accountabilities of yourself and others in accordance with safety legislation and YSAS policies - Promote and maintain a safe wellbeing culture and working environment within your area	- Role model safe work practices at all times - Actively support and promote safety and wellbeing - Work methods modified as risks identified and incidents, accidents and hazards reported as soon as possible

Qualifications, Skills, and Experience

Qualifications, certifications, professional registration, licences required for role:

- Youth Work qualifications viewed favourably
- Lived Experience Expertise viewed favourably

Knowledge and experience

- Experience in supporting the application of youth participation policy.
- Project management experience – organised, prioritises work to meet timeframes, and has positive outcomes
- Experience in co-ordinating/co-creating alcohol and other drug and/or youth mental health support initiatives or youth partnership and/or leadership programs
- Experience working with staff, advising and supporting them with their Youth Participation practice

Skills

- Well organised, and able to be flexible in managing competing priorities and deadlines
- Excellent written, visual and oral communication skills, as well as highly developed interpersonal, engagement, coaching, and consultative skills
- Strong analytical thinking and problem-solving skills and ability to deliver innovative solutions
- Good judgment, able to influence support others and seen as a credible source of advice
- Understanding of the core issues of disadvantage that young people accessing YSAS services may face including mental health, alcohol and other drugs use, homelessness, etc.
- Strong social media skills in the context of safe and accessible youth participation
- Lived experience of alcohol and other drug or mental health challenges desirable.

Personal qualities and attributes

What our young people request from our workers

- Driven by a genuine passion to support young people and their families
- Empathetic, an active listener and non-judgmental
- Ability to build an authentic human connection with young people with a holistic, flexible, and adaptable approach
- Relatable and able to build trusting relationships.

Other attributes

- A team player, able to work in a collaborative way across the organisation and with external partners
- Analytical and organised
- Operates with tact, sensitivity and discretion
- Commitment to personal learning, development and improvement in pursuit of own performance objectives and those of the team and organisation
- Commitment to YSAS' values with a working style that reflects these

Key Selection Criteria

1. Demonstrated understanding of, passion for, working in partnership with young people experiencing challenges relating to alcohol and other drug use and mental health
2. Highly developed ability to engage, lead, inspire and be inspired by young people from a range of backgrounds and identities
3. Ability to work independently and co-operatively in a multi-faceted state-wide organisation that works towards a shared purpose, and contributes to a respectful and supportive team environment
4. Well-developed verbal and written communication skills to meaningfully connect with young people and staff of various positions
5. Experience in supporting the application of organisational policy and guidelines to strengthen youth participation and staff practice.
6. Willingness and enthusiasm to work with flexibility to support initiatives (like annual Ideas Days) that might occur outside regular working times and at YSAS sites

Employment at YSAS

Applicants must undergo rigorous screening and recruitment processes.

Prior to commencement of employment with YSAS, candidates must provide assurance and evidence of:

- Working with Children's Check (WWCC)
- Satisfactory Nationally Coordinated Criminal History Check (NCCHC)
- Any required professional registrations (e.g. AHPRA, CPA, AHRI)
- Victoria driver's licence
- Certified copies of all relevant qualifications.

All YSAS employees are required to work in accordance with including but not limited to:

- Occupational Health and Safety Act 2004 (Victoria)
- Equal Employment Opportunities (including prevention of bullying, discrimination, harassment and intimidation)
- Fair Work Act (2009)
- Relevant Awards, Enterprise Agreement
- Employee duty to maintain privacy and confidentiality
- YSAS Values, Code of Conduct and other YSAS policies/ procedures which may be amended from time to time
- Child Safety commitments and regulatory obligations.

Other:

- Some out of hours work may be required
- Role may be required to work at various / different YSAS sites based on YSAS operational requirements.

Incumbent Statement

I accept this Position Description (PD) and understand that the PD is subject to review and may change in accordance with YSAS' operational, service and client requirements. Changes to the PD will be consistent with the purpose for which the position was established.

Acknowledged by
occupant

/ /

(Print name) (Signature) (Date)

Acknowledged by line
manager

/ /

(Print name) (Signature & title) (Date)

Job and Person Specification Approval

..... /...../..... DELEGATE (Executive)