

POSITION DESCRIPTION

POSITION	POSITION NUMBER
FReeZA - Youth Development Officer	
CLASSIFICATION	LOCATION
Band 5	Phoenix Building
DEPARTMENT	DIVISION
Family, Youth and Children's Services	Community Wellbeing

Position Objectives

The role of FReeZA Youth Development Officer is linked to 3-year funding of the Victorian Government FReeZA Program. FReeZA reflects the Victorian Government's vision for every young person to have the opportunities and support they need to achieve their goals, and to be respected and engaged as valued members of their local community. FReeZA program is based on a youth participation model where young people lead the planning, development and delivery of music, cultural and recreational events in their local community. The Youth Participation model is aimed at providing access to programs that focus on improving skills, career pathways and community engagement.

The position will also operate in accordance with the strategic direction of Council's Youth Development Team and principles of the Positive Youth Development framework (PYD) to:

- Facilitate and promote young people to be active leaders in the community, providing opportunities to embed their voice, ideas and creativity in decision making processes with Council, the youth sector and the community
- Increase opportunities for youth leadership and engagement within the community
- Contribute to providing a safe learning environment to assist young people to develop skills and the confidence to become involved in Council and community projects
- Utilising our Positive Youth Development (PYD) model and Council strategies, coordinate planning and delivery of youth meetings, events, programs, and broader initiatives.

Key Responsibility Areas

Primarily responsible for the successful delivery, outcomes and reporting requirements of the FReeZA Program Plan and guidelines to:

- Involve young people in the decision-making process in all aspects of the FReeZA program
- Delivering a diverse range of music, cultural or recreation events that is reflective of the interests of young people in the local community
- Providing training, mentoring and performance opportunities that support the development of career pathways in the music and creative arts industries
- Establishing connects with local business, schools and other community organisation in the staging of FReeZA events
- Recognising and celebrating the volunteering contribution made by young people to their community
- Implementing strategies to ensure the FReeZA program is inclusive and accessible to all young people in the local community. This includes young people identifying as LGBTIQ+, culturally and linguistically diverse young people, Aboriginal and Torres Strait Islander and young people living with a disability.

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The position will also have broader key responsibilities to;

- Advocate, facilitate and promote safe learning and development opportunities for young people displaying a high level of understanding and commitment to Child Safe Standards
- Display high level of initiative to develop and implement strategies to engage young people in Council and Community decision making eg. community consultations.
- Responsible for the delivery of youth programs and initiatives aligned to strategic documents of Council, ensuring young people are actively involved in all phases of project planning, delivery and evaluation
- Coordinate and support youth groups involved in arts, cultural, recreation, skill development, health and wellbeing projects and programs. The Youth Development Officer will also train and assist young people to organise, promote and stage regular workshops, events and performances for young people in Ballarat
- Supervise contractors, and students and volunteers undertaking placements and research work
- Actively support functions of marketing, communication and promotion platforms to engage young people of information and events of the Youth Services team
- Support development of information and promotion strategies to ensure that young people and the rest of the community are well informed about issues, events and achievements of youth in Ballarat
- Provide program and participation opportunities to young people that focuses on skill development and the outcome of expanding and strengthening social connections and belonging to community
- Actively work with other agencies and community stakeholders to provide accessible and responsible range of services to young people in Ballarat
- Proactively monitor and respond to a range of internal and external requests and enquiries by contributing relevant and accurate information, to young people and their families, schools, community agencies and groups.
- Actively contribute to the Youth Services Team, Learning & Community Hubs, Community Wellbeing Division and the organisation more generally
- Provide regular and accurate communications to Coordinator Youth Services regarding current youth issues and events, and evidence-based responses to identified youth needs.
- Contribute to a culture of trust, mutual respect, collaboration, information sharing and innovation across the team
- Undertake data collection, evaluation, and reporting requirements of programs.
- Ensure allocated budgets are expended responsibly and do not exceed the allocated amount
- Engage with and build strategic alliances with key stakeholders including schools, youth service providers, peak bodies, government agencies, young people and families, to facilitate the effective and efficient delivery of Council's youth programs and events.
- Adhere to Corporate Policy and Procedures

From a Health & Safety perspective the City of Ballarat requires the following:

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

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REPORTS TO:	DIRECT REPORTS:
Coordinator Youth Services	Volunteers and Contractors as required
ORGANISATIONAL RELATIONSHIPS	
Internal: <ul style="list-style-type: none"> Council Staff 	External: <ul style="list-style-type: none"> Local, State and Federal Government representatives Community based organisations Local youth networks, groups and individuals Volunteers Schools Parents/Guardians

Accountability and Extent of Authority

- In consultation with the Coordinator Youth Services, assist with the development and implementation of youth programs that are aligned with Council strategies.
- Develop and maintain OH&S, Child Safe Standards, risk assessments and other issues as they arise.
- Maintain confidentiality to young people using the service.
- Authorised to commit funds in line with council policy on financial delegations with prior approval of the Coordinator Youth Services.
- Maintain administrative practices of financials, marketing, statistical and reporting.
- Provide supervision to volunteers and contractors.

Judgement and Decision Making

- Assist/lead delivery of Youth Development programs and projects including the development of program/project objectives, outlines and intended outcomes that are aligned with Council Strategies.
- Commitment to City of Ballarat Child Safe Procedure in creating and maintaining an organisational culture of child safety at all times.
- Facilitation of youth groups that are aligned with the positive youth development framework (PYD)
- Active contribution to policy and planning.
- Advise the Coordinator Youth Services of any issues relating to safety and wellbeing of participants in programs/projects.
- Advocate on behalf of young people.
- Must be able to exercise a level of independent professional judgement when responding to youth issues when appropriate within the bounds of code of ethics, Council policy and legislative requirements.
- Guidance and advice would usually be available within the time required to make a choice.
- Ability to solve problems through discussion, collaboration and teamwork.

Specialist Skills and Knowledge

- Awareness of social and legislative responsibilities in relation to the Child Safe Standards and principles.
- Well-developed communication skills with the ability to communicate and engage with young people (aged 12 - 25-year-olds), their families and other stakeholders including schools, agencies and government departments.
- Able to engage, motivate, supervise and provide group facilitation with young people, community and key stakeholders.
- Knowledge and experience of program and event planning, budgeting, promotion and evaluation.

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- Knowledge and understanding of the services, agencies, organisations and youth networks available within the community to meet the needs of young people.
- Sound knowledge of current youth policies and programs including a commitment to working ethically with young people, as defined by the Code of Ethical Practice for the Victorian Youth Sector.
- Knowledge of diversity and inclusion and ability to apply these to program and event planning.
- Ability to prepare reports, media releases, promotional material and program proposals, based on the PYD framework.
- Knowledge and experience of a range of computer packages.

Management Skills

- Must be able to devise time frames and meet deadlines, particularly priority setting both for yourself and youth groups.
- Must be familiar with OHS and EEO principles/personal practices particularly as they relate to sessional volunteers and in relation to events management.
- Able to supervise and support young people, coordinate volunteers, contractors and sessional staff, particularly young people in delivering projects/initiatives and the facilitation of groups.
- Able to demonstrate project management skills including working within assigned budget constraints and parameters.
- Able to make appropriate referrals to outside agencies.
- Able to demonstrate sound knowledge and understanding of principles of confidentiality.

Interpersonal Skills

- Well-developed skills in working with, developing a rapport and developing the skills and confidence with young people in groups and individually.
- Ability to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.
- Ability to liaise, advocate and establish cooperative working relationships with agencies and networks, including council.
- Well-developed networks within the community or the ability to create these networks and work cooperatively with them.
- Ability to participate in processes that are 'youth led' and support young people to lead their skill development.
- Ability to have flexibility in approach to various projects, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances.
- Well-developed written and verbal skills, including program planning, evaluation, budgeting, and report writing.
- Well-developed networks within the community or the ability to create these networks and work cooperatively with them.

Qualifications and Experience

- Certificate IV in Youth Work, Social Work, Community Development or relevant experience in the Youth Development sector.
- Recent experience working with young people in a community setting.
- Relevant experience in project management, events, program planning and report writing.

POSITION DESCRIPTION

SELECTION CRITERIA

- Demonstrated ability to champion, model and promote the corporate values.
- Qualifications and experience as listed above.
- Well-developed written and verbal skills, including program planning, evaluation, budgeting, and report writing.
- Ability to support the coordination and facilitation of youth events, groups, training and programs within deadlines and support young people to participate in this process.
- Ability to work effectively with team members and other stakeholders, including developing and facilitating networks of both young people and agency representatives
- An understanding of the role of Local Government in the provision of services to young people as well as knowledge of youth issues and the range of services available to young people
- Knowledge and understanding of health and safety issues relevant to work activities and work area including an understanding and commitment to the Child Safe Standards, and Code of Ethical Practice for the Victorian Youth Sector.

The City of Ballarat has a zero tolerance for child abuse and promotes the safety, wellbeing and inclusion of all children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with disability. We take allegations and concerns very seriously and respond to them consistently in line with our policies and procedures.

POSITION DESCRIPTION



POSITION	POSITION NUMBER
Engage! Youth Development Project Officer	
CLASSIFICATION	LOCATION
Band 5	Phoenix Building
DEPARTMENT	DIVISION
Family, Youth and Children's Services	Community Wellbeing

Position Objectives

The role of Youth Development Project Officer is linked to 3-year funding of the Victorian Government Engage! Program. Engage! reflects the Victorian Government's vision for every young person to have the opportunities and support they need to achieve their goals, and to be respected and engaged as valued members of their local community. The Engage! Program aims to support and provide young people access to programs that focus on improving skills, career pathways and community engagement. Informed by the Engage Program Plan the Youth Development Project Officer will actively engage with young people to co-design and deliver initiatives in category areas of Youth Engagement and Participation, Youth Development, and Youth Celebrations.

The position will also operate in accordance with the strategic direction of the Youth Development Team and principles of the Positive Youth Development framework (PYD) to;

- Facilitate and promote young people to be active leaders in the community, providing opportunities to embed their voice, ideas and creativity in decision making processes with Council, the youth sector and the community
- Increase opportunities for youth leadership and engagement within the community
- Contribute to providing a safe learning environment to assist young people to develop skills and the confidence to become involved in Council and community projects
- Utilising our Positive Youth Development (PYD) model and Council strategies, coordinate planning and delivery of youth meetings, events, programs, and broader initiatives.

Key Responsibility Areas

Primarily responsible for the successful delivery, outcomes and reporting requirements of the Engage! Program Plan and support young people build life skills and experience, strengthen connections with their peers and communities, and improve their health and wellbeing.

The position will also have broader key responsibilities to:

- Advocate, facilitate and promote safe learning and development opportunities for young people displaying a high level of understanding and commitment to Child Safe Standards.
- Display high level of initiative to develop and implement strategies to engage young people in Council and Community decision making eg. community consultations.
- Responsible for the delivery of youth programs and initiatives aligned to strategic documents of Council, ensuring young people are actively involved in all phases of project planning, delivery and evaluation.
- Coordinate and support youth groups involved in arts, cultural, recreation, skill development, health and wellbeing projects and programs. The Youth Development Officer will also train and assist young people to organise, promote and stage regular workshops, events and performances for young people in Ballarat.
- Supervise contractors, and students and volunteers undertaking placements and research work.

POSITION DESCRIPTION



- Actively support functions of marketing, communication and promotion platforms to engage young people of information and events of the Youth Services team.
- Support development of information and promotion strategies to ensure that young people and the rest of the community are well informed about issues, events and achievements of youth in Ballarat.
- Provide program and participation opportunities to young people that focuses on skill development and the outcome of expanding and strengthening social connections and belonging to community.
- Actively work with other agencies and community stakeholders to provide accessible and responsible range of services to young people in Ballarat.
- Proactively monitor and respond to a range of internal and external requests and enquiries by contributing relevant and accurate information, to young people and their families, schools, community agencies and groups.
- Actively contribute to the Youth Services Team, Learning & Community Hubs, Community Wellbeing Division and the organisation more generally.
- Provide regular and accurate communications to Coordinator Youth Services regarding current youth issues and events, and evidence-based responses to identified youth needs.
- Contribute to a culture of trust, mutual respect, collaboration, information sharing and innovation across the team.
- Undertake data collection, evaluation, and reporting requirements of programs.
- Ensure allocated budgets are expended responsibly and do not exceed the allocated amount.
- Engage with and build strategic alliances with key stakeholders including schools, youth service providers, peak bodies, government agencies, young people and families, to facilitate the effective and efficient delivery of Council's youth programs and events.
- Adhere to Corporate Policy and Procedures.

From a Health & Safety perspective the City of Ballarat requires the following:

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

REPORTS TO:	DIRECT REPORTS:
Coordinator Youth Services	Volunteers, Contractors and Students as required
ORGANISATIONAL RELATIONSHIPS	
Internal: <ul style="list-style-type: none"> • Council Staff 	External: <ul style="list-style-type: none"> • Local, State and Federal Government representatives • Community based organisations • Local youth networks, young people and youth groups • Volunteers • Schools • Parents/Guardians

POSITION DESCRIPTION



Accountability and Extent of Authority

- In consultation with the Coordinator Youth Services, assist with the development and implementation of youth programs that are aligned with Council strategies.
- Develop and maintain OH&S, Child Safe Standards, risk assessments and other issues as they arise.
- Maintain confidentiality to young people using the service.
- Authorised to commit funds in line with council policy on financial delegations with prior approval of the Coordinator Youth Services.
- Maintain administrative practices of financials, marketing, statistical and reporting.
- Provide supervision to volunteers and contractors.

Judgement and Decision Making

- Assist/lead delivery of Youth Development programs and projects including the development of program/project objectives, outlines and intended outcomes that are aligned with Council Strategies.
- Commitment to City of Ballarat Child Safe Procedure in creating and maintaining an organisational culture of child safety at all times.
- Facilitation of youth groups that are aligned with the positive youth development framework (PYD)
- Active contribution to policy and planning.
- Advise the Coordinator Youth Services of any issues relating to safety and wellbeing of participants in programs/projects.
- Advocate on behalf of young people.
- Must be able to exercise a level of independent professional judgement when responding to youth issues when appropriate within the bounds of code of ethics, Council policy and legislative requirements.
- Guidance and advice would usually be available within the time required to make a choice.
- Ability to solve problems through discussion, collaboration and teamwork.

Specialist Skills and Knowledge

- Awareness of social and legislative responsibilities in relation to the Child Safe Standards and principles.
- Well-developed communication skills with the ability to communicate and engage with young people (aged 12-25-years old), their families and other stakeholders including schools, agencies and government departments.
- Able to engage, motivate, supervise and provide group facilitation with young people, community and key stakeholders.
- Knowledge and experience of program and event planning, budgeting, promotion and evaluation.
- Knowledge and understanding of the services, agencies, organisations and youth networks available within the community to meet the needs of young people.
- Sound knowledge of current youth policies and programs including a commitment to working ethically with young people, as defined by the Code of Ethical Practice for the Victorian Youth Sector.
- Knowledge of diversity and inclusion and ability to apply these to program and event planning.
- Ability to prepare reports, media releases, promotional material and program proposals, based on the PYD framework.
- Knowledge and experience of a range of computer packages.

POSITION DESCRIPTION

Management Skills

- Must be able to devise time frames and meet deadlines, particularly priority setting both for yourself and youth groups.
- Must be familiar with OHS and EEO principles/personal practices particularly as they relate to sessional volunteers and in relation to events management.
- Able to supervise and support young people, coordinate volunteers, contractors and sessional staff, particularly young people in delivering projects/initiatives and the facilitation of groups.
- Able to demonstrate project management skills including working within assigned budget constraints and parameters.
- Able to demonstrate project management skills.
- Able to make appropriate referrals to outside agencies.
- Able to demonstrate sound knowledge and understanding of principles of confidentiality.

Interpersonal Skills

- Well-developed skills in working with, developing a rapport and developing the skills and confidence with young people in groups and individually.
- Ability to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.
- Ability to liaise, advocate and establish cooperative working relationships with agencies and networks, including council.
- Ability to participate in processes that are 'youth led' and support young people to lead their skill development.
- Ability to have flexibility in approach to various projects, ability to think laterally and apply innovative practices to satisfy the needs of changing circumstances.
- Well-developed written and verbal skills, including program planning, evaluation, budgeting, and report writing.
- Well-developed networks within the community or the ability to create these networks and work cooperatively with them.

Qualifications and Experience

- Certificate IV in Youth Work, Social Work, Community Development or relevant experience in the Youth Development sector.
- Recent experience working with young people in a community setting.
- Relevant experience in project management, events, program planning and report writing.

POSITION DESCRIPTION

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Well-developed written and verbal skills, including program planning, evaluation, budgeting, and report writing.
- Ability to support the coordination and facilitation of youth events, groups, training and programs within deadlines and support young people to participate in this process.
- Ability to work effectively with team members and other stakeholders, including developing and facilitating networks of both young people and agency representatives
- An understanding of the role of Local Government in the provision of services to young people as well as knowledge of youth issues and the range of services available to young people
- Ability to work flexible work hours, including some weekend and night work
- Knowledge and understanding of health and safety issues relevant to work activities and work area including an understanding and commitment to the Child Safe Standards, and Code of Ethical Practice for the Victorian Youth Sector.
- Demonstrated ability to champion, model and promote the corporate values.

The City of Ballarat has a zero tolerance for child abuse and promotes the safety, wellbeing and inclusion of all children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with disability. We take allegations and concerns very seriously and respond to them consistently in line with our policies and procedures.