

Essential & Desirable Criteria
Youth & Inclusion Officer – Maternity Relief
Closing – 15 August 2025

Please adequately address the essential criteria contained below. Failure to do so may result in your application not being considered.

Should you find the writing space insufficient, you're welcome to add an additional piece of paper to address the criteria.

Name: _____ Contact No. _____

Address: _____

Email address: _____

Essential Criteria

1. Demonstrated experience in the use and application of the Microsoft suite of products (in particular Word, Excel and Outlook).

2. High level skills in service delivery, community development and consultation with young people.

3. Proven ability to engage young people at all levels of communication, including online and face to face environments.

4. Ability to build & maintain networks that improve opportunities for youth, both internally and externally.

5. Demonstrated high level interpersonal, communication and conflict resolution skills.

6. Good attention to detail and the ability to work independently.

7. Working knowledge of roles and responsibilities under the WHS Act 2011.

8. Cultural awareness and sensitivity towards equity and diversity.

9. National Police Check & Working with Children Check.

10. Strong communication skills that enable the successful review of services and preparation of proposals, business cases and reports.

11. Current NSW Class C Drivers Licence.

Desirable Criteria

1. Knowledge of youth services in a local government context.

2. Administrative/office experience.

3. First Aid Certificate.
