

**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**

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

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

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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.

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

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**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.

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**9. National Police Check & Working with Children Check.**

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

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**11. Current NSW Class C Drivers Licence.**

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## **Desirable Criteria**

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

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**2. Administrative/office experience.**

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**3. First Aid Certificate.**

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