



Position Description

A. POSITION PROFILE

Position:

*Youth and Inclusion Officer (Maternity Relief –
12 months contract)*

Position Evaluation:

Salary System Grade: 11

Conditions of Employment:

Australian Citizen or Right to Work in Australia

Local Government (State) Award 2023

Full-Time

Additional Benefits:

Nine Day Fortnight

Position Occupant:

Vacant

Department:

Deputy General Manager - CCD

Section/Group:

Business

Location:

Cootamundra ☒

Gundagai ☒

Direct Supervisor:

Manager Business

Number of Staff Supervised by this position:

Nil

B. STATEMENT OF FUNCTION

Ensure the positive development of young people in the community. Coordinate consultation with young people and stakeholders, planning and developing, managing, and evaluating Council's Youth services, programs and facilities to ensure they are high quality, well promoted and meet the needs of young people in our communities.

Work with and support Community Organisations in the development and maintenance of Community Services in Cootamundra-Gundagai Regional Council as an integral and coordinated part of local service provision.

C. KEY RESPONSIBILITIES

1. Assist young people to have meaningful opportunities to contribute to the community, including the opportunity to be heard.
2. Work with relevant groups to advocate for youth interests in the community.
3. Provide youth programs in Cootamundra and Gundagai.
4. Consult and liaise with relevant community organisations and Government Departments to deliver a range of projects enhance the community.
5. Consult and liaise with relevant community organisations and Government Departments and represent Council on relevant Community Committees.

POSITION NUMBER

000 – Youth & Inclusion Officer

DATE ADOPTED:

May 2021

APPROVED BY:

IGM Steve
McGrath

LAST REVIEWED:

June 2023

6. Researching and prepare relevant submissions and grant applications. - Identify and procure required resources, such as equipment, venues, and staff for the delivery of events and programs, within budget parameters. - Participate in program and event evaluation for future planning.

D. DUTIES

1. Attend meetings and support actions/activities of Cootamundra and Gundagai Youth Councils.
2. Organise and attend Cootamundra Interagency meetings.
3. Attend Cootamundra Aboriginal Working Party and MAWANG Gundagai meetings, and support activities.
4. Organise, attend and take minutes at CGRC Access and Inclusion Committee and assist with implementation and reporting on actions.
5. Plan and facilitate the development and provision of new services and recreation, cultural and educational programs for young people in accordance with identified local and regional needs and, where appropriate, develop joint programs and strategies with other areas of Council and with external agencies. Where possible, seek funding for services.
6. Develop and update CGRC Youth Strategy and implementation, including seeking one off and ongoing funding.
7. Liaise with schools and service providers to provide appropriate programs within the school environment.
8. Provide a range of activities during Youth Week and School Holidays in the CGRC area, including promotion.
9. Ensure a comprehensive, up-to-date range of information relevant to the needs and interests of young people is available and accessible, including maintaining a website presence with regards to local service providers on CGRC site.
10. Provide programs to assist young people with employability and transition to work.
11. Provide positive encouragement in the personal development of local young people through positive socialising, promotion of responsible attitudes and behavior, role modelling and guidance.
12. Work with schools, relevant community groups and organisations, both local and regional, and all levels of Government in addressing youth issues and in the planning, promotion, and delivery of youth programs such as Youth Week events and youth safety programs.
13. Plan and facilitate, where appropriate, the development and provision of support programs for parents of young people.
14. Ensure the provision of support, advocacy, and referral as appropriate and in a way that addresses the needs of young people.
15. Report to Communities and Justice (DCJ) if you have current concerns about the safety, welfare, and wellbeing of a child (as per the Mandatory Reporting Guidelines).
16. Availability to attend events which are sometimes outside usual business hours.
17. Demonstrated ability to communicate effectively with a diverse range of people of various socio-economic and culturally diverse backgrounds, including staff, clients, volunteers, and government departments.

E. 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.

F. DESIRABLE CRITERIA

1. Knowledge of youth services in a local government context.
2. Administrative/office experience.
3. First Aid Certificate.