

Position Description:
GEYP Program Officer,
GIPPSLAND YOUTH SPACES Inc.



1.0 Cultural Connection

Gippsland Youth Spaces Inc. acknowledges the Braiakaulung people of the Gunai Kurnai Nation as the first owners of this country. We recognise the important ongoing role that all Aboriginal people have in our community, especially that of young and emerging leaders.

2.0 The Position

Reports to:	GEYP Program Coordinator, Gippsland Youth
Work location:	2x Positions in Wellington and 2x Positions in East Gippsland - <i>travel required</i>
Classification and Remuneration:	The positions are fixed term part time: 0.8 EFT SCHADS Level 3, includes 10% Superannuation and 17.5% Leave Loading
Terms, Conditions Award:	The <i>Social and Community Services (ACT) Award 2001</i> and the <i>National Employment Standards (NES)</i> are the minimum terms and conditions for this position unless otherwise specified. Leave: Personal/Carers, Annual Leave – as specified by NES Time in Lieu
Qualifications	Tertiary qualifications in relevant field Victorian Working with Children Check Victorian Crimcheck (obtained prior to employment) Evidence of up to date COVID Vaccinations (Workplace) First Aid Level II and CPR Victorian Drivers Licence (<i>Light Rigid - willingness to obtain</i>) Anaphylaxis and Asthma qualifications (or willingness to obtain)
Experience:	Prior roles working with Young People Project Management skills, communication skills, experienced with social media marketing

3.0 Gippsland Youth Spaces Inc

Structure

GYS Inc. is an Incorporated Association formed under Victorian law and operates from a site in the Latrobe City and via a mobile model in Wellington and East Gippsland shires to deliver services with and for young people utilising local partners and collaborations across the 3 LGA's Young people are invited to become members of the Association, and form a part of the Board of GYS Inc. and their local Youth Programs Committees. Partner organisations include: Baw Baw Latrobe Local Learning and Employment Network; Berry Street; Centre for Multicultural Youth; Federation University; The Gathering Place; GippSport; Gippsland CASA; Interchange Gippsland; Jobs & Skills Centre; Latrobe Youth Choices; Lifeline Gippsland; Quantum Support Services; Victorian Aboriginal Child Care Agency; and Youth Insearch; Gippsland East Local Learning and Employment Network; Food & Fibre Gippsland; Gippsland Lands & Waters Aboriginal Corporation; Headspace; Kindred Spirits Foundation; Relationships Australia Victoria; Wellington Shire Council; and the East Gippsland Council.

Vision

GYS Inc. culture is based on the principles of equity and equality where all members are respected and supported to participate fully in all aspects of GYS Inc.

“The Gippsland Youth Spaces Inc. members are committed to delivery and implementation of innovative youth-led initiatives and programs that support, empower, and engage young people.”

GYS Incorporated believes:

- Young people's voices are central to the programs, services and opportunities offered to them and these provisions are structured around the needs of young people locally.
- Young people feel included in their local area and can access the support they need. All young people are welcome regardless of age, gender, ethnicity, sexual orientation, and ability.
- Young people are actively encouraged to participate without fear of judgement and engage in a way that is right for them.
- Services empower young people to engage in employment, education and training and take an active role in the GYS and broader community.

Collective Impact Change Model

GYS Inc. operates within the Collective Impact (CI) framework. The key to Collective Impact is the phrase “nothing about us, without us.”

Young people are at the centre of the work that GYS Inc. undertakes. Young people will be equal partners in decision making and will hold roles at Board level. GYS Inc. has subcommittees including – the Youth Programs Committee, which are tasked with making final recommendations on local service offerings and activities of GYS Inc.

4.0 Key Relationships

Reports to:

GEYP Program Coordinator

Direct Reports:

No direct reports.

Other Relationships

- Chief Executive Officer, GYS Inc.
- Operations Manager, GYS Inc.
- Youth Insearch Youth Workers
- Administration Officer
- Finance Coordinator
- GEYP Youth Programs Committee
- Stakeholders and members of GYS Inc.

5.0 Accountabilities

The GYS Inc. GEYP Program Officer:

- Direct youth engagement, development and coordination.
- Undertakes a range of tasks including assisting to research, write proposals, make bookings, focusing on delivering programs and events.
- Administration tasks including participant permission and booking forms, managing calendars, risk assessments, surveys, reviewing and reporting on programs and events.
- Providing support and information to participants and families
- Coordinate and monitor services to ensure that they are provided at a high standard. Coach and assist participants to develop capacity building skills
- Promotes social inclusion values that underpin program delivery
- Professionally represent GYS Inc.
- Manages time and uses tools effectively to assist with planning and organising

- Participate in the gathering, development and implementation of key stakeholder feedback processes
- Support for participants and families to advance their interests
- Utilising electronic data bases and maintains up to date participant notes and files
- Undertake safety and quality risk assessment of allocated programs
- Assist to develop, adhere to and promote COVID safe plans, and risk assessments.

Workplace Culture

Ensuring the GYS Inc has a workplace culture which promotes equal and respectful relationships.

- Ensures GYS is a safe place; welcoming, inclusive, accessible, and culturally safe for all young people
 - Works with local Aboriginal Organisations and Multicultural organisations
 - Ensures strategies are in effect that ensure that LGBTQI+ young people feel safe and welcomed in a non-judgemental space.
- Models equal and respectful behaviours so all staff and volunteers are aware of the ways they can contribute to a respectful and equal workplace.

6.0 Our Preferred Candidate

The GYS Inc. GEYP Program Officer has the following skills and abilities:

- Ability to work flexible hours around programming.
- Highly developed emotional intelligence.
- A working style which emphasises communication, empowerment collaboration, and engagement.
- Balancing the need to operate independently, work as part of the team and support others.
- Maintain confidentiality and to handle sensitive matters diplomatically and discreetly.
- Communicates effectively with young participants, stakeholders and team.
- Uses communication methods which contribute to a positive team dynamic.
- Utilise your community engagement and customer experience skills to positively network and collaborate with internal and external community stakeholders.
- Skilled public and workshop facilitation skills.
- Possess excellent verbal and written communications skills, with a high attention to detail.
- Excellent organisational and time management skills, including the ability to prioritise and meet deadlines in a flexible environment.

Knowledge and Experience

- Demonstrated knowledge, skills and understanding in the implementation and ongoing management of a Youth Empowerment Framework.

Use of IT (Microsoft Office and other products)

- Effective and skilled user of M/S Office 365 suite, internet-based software including browsers and other online tools.
- Experience with writing reports and other communications.
- Microsoft suite including Teams

Safety of Young People (and Children)

GYS Inc. is committed to the safety of Children and Young People.

- Demonstrated skills and experience in practices that hold the safety of young people at the centre.

- Implement appropriate risk management tools to assess all activities – proposed and actual – to ensure the safety of our young people – whether volunteers, participants, or staff.
- Establish appropriate protocols for staff and volunteers when working with young people.

Workplace Health and Safety

GYS Inc. takes Workplace Health and Safety very seriously.

- All staff must promote a positive safety culture by contributing to health and safety consultation and communication.
- Personally: take reasonable care for your own health and safety, and for the health and safety of others. You will adhere to GYS Inc's various policies, procedures, work practices and standard operating procedures.
- To meet our (GYS Inc's) obligations to provide a healthy and safe working environment for all, you must inform the Program Co-ordinator of any issues which may impact your ability to safely perform your role and report hazards, incidents and near misses as soon as practicable.

Environmental Stewardship

GYS Inc. cares for the environment. We act in a sustainable way and minimise our environmental impact in our policies, procedures, and work practices.

- Develop environmentally sustainable practices to care for the environment and minimise the impacts GYS Inc. has in its work.

7.0 Agreement

I understand my duties as a Program Officer are not limited to the accountabilities listed above.

I also understand that my role and the accountabilities listed above are subject to change upon review as the programs within the Youth Space evolve.

Employee's Name:

Employee's Signature:

Date: