

Position Description



YWCA CANBERRA

Position Information	
Position	Diversity and Inclusion Youth Engagement Officer
Date approved	April 2024
Program	Youth Engagement
Supervisor	MLYCC Centre Manager
Location	Mura Lanyon Youth and Community Centre
Hours of work	Permanent Part time (20 hours/week)
Salary	Grade 3.1 YWCA Canberra Enterprise Agreement 2023-2027

General Conditions of Employment

- YWCA Canberra Enterprise Agreement 2023 - 2027
- Appointment is subject to obtaining a satisfactory ACT Working with Vulnerable People Check
- Appointment is subject to satisfactory National Police Check within the last 3 months
- Appointment is subject to satisfactory working rights in Australia
- All YWCA Canberra policies and procedures will apply
- Subject to a 6-month probation period

Position Statement

Drawing upon youth participation and strength-based principles, the position will assist in the development and delivery of a range of service initiatives targeted at young people across the Tuggeranong region with a focussed approach to engaging young people whose identity as Gender and or Sexuality diverse. Initiatives will primarily include,

- Co-delivery and programming of a piloted LGBTQIA+ Allies group program that is provided as an in reach into local high schools and colleges.
- Co-delivery of our weekly LGBTQIA+ Allies youth group
- Co-delivery of and attendance to our LGBTQIA+ Allies Prom event and They-Leads Conference

The role includes program planning, activity planning and resource identification, facilitation of activities/ sessions, supervision and active support of young people including risk management, identification of group and individual needs and accurate and timely referrals and program reporting.

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Responsibilities	
In relation to Programs	<p>YWCA Canberra Youth Engagement Services provide direct service delivery to a diverse range of young people in accordance with YWCA policies and procedures and funding body requirements.</p> <ul style="list-style-type: none"> • Work within YWCA Canberra, MLYCC and Clubhouse policy and procedures, including implementing harm minimisation practices; • Staff the supported programs during opening times and engage in targeted outreach activities; • Work collaboratively with other services and with schools and colleges in the Tuggeranong region; • Assist in undertaking analysis of the needs of young people in the target group; • Provide informal support, information and referral services to young people accessing the MLYCC and outreach programs; • Promote YWCA Lanyon Youth Engagement Service Programs and services to other organisations; • Complete administrative tasks as required and in a timely manner, including maintaining accurate statistical information and participate in all reporting processes; and • Develop skills in members young people including leadership planning and organisational skills.
In relation to team members	<ul style="list-style-type: none"> • Communicate clearly and effectively with team members • Provide support, feedback and resources to other team members • Participate in team processes, including team meetings and supervision • Share equal responsibility with other team members for general office duties and housekeeping • Develop and maintain cross professional links and relationships
In relation to young people	<ul style="list-style-type: none"> • Assist in the provision of a safe, secure and supported sessions that are open and accessible to young people, including at the MLYCC and YWCA Clubhouse. • Implement and monitor the use of MLYCC procedures including upholding user rights, access and equity and confidentiality policies and appropriate referral strategies. • Always provide clear and accessible information to young people • Treat all young people with sincerity and respect • Implement the best possible safety standards

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	<ul style="list-style-type: none"> Consult with young people regarding program development and delivery Other duties as identified by Manager.
In relation to YWCA Canberra	<ul style="list-style-type: none"> Participate in YWCA Canberra meetings and team activities where required. Uphold the policies and values of the Organisation. Liaise with other community organisations as required. Accountably represent YWCA Canberra in day-to-day activities

Selection Criteria	
Qualifications	Vocational or Tertiary qualifications in Youth Work, Community Development, or another relevant field.
Knowledge and Experience	<ul style="list-style-type: none"> Demonstrated Experience working with Young People and proven ability to engage them in a range of activities. Current and practical knowledge of issues affecting Young People, and strategies to address these issues. Demonstrated ability in working with young people, particularly with: <ul style="list-style-type: none"> Young people who identify as Sexuality and/or Gender Diverse Young neurodiverse people Desirable; experience working with young people who have multiple needs and/or <ul style="list-style-type: none"> Are homeless or at risk of homelessness. Identify as Aboriginal and/or Torres Strait Islander or are from Culturally and Linguistically Diverse Backgrounds. Demonstrated ability in working with young people in informal situations including effective referral and advocacy. Experience and/or training in facilitating structured groups. Strong case management experience A high level of computer literacy
Capabilities and Behaviours	<ul style="list-style-type: none"> Excellent Communication skills (written, oral and interpersonal) and demonstrated ability to engage with Young People from all backgrounds. Demonstrated ability to work as part of a team and with limited supervision. Understanding of and ability to incorporate Social Justice, Strengths based and Community Development principles within service initiatives. Program and project development, implementation and evaluation skills are desirable.

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Other Requirements	<ul style="list-style-type: none"> • Ability to work within the values and ethos of YWCA Canberra • Current full driver's license and access to vehicle with comprehensive insurance during working hours • A current Working with Vulnerable People Registration • Australian Citizenship or suitable rights to work in Australia. • A police check prior to commencement • Ability and willingness to obtain First Aid qualification
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Authorisation

Acknowledgement by Incumbent	Signature:	Date	Click here to enter a date.
	Name:		
Chief Executive Officer	Signature:	Date	Click here to enter a date.
	Name:		

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