



Position Description

Position Information	
Position	Youth Programs Team Leader
Date approved	24/01/2024
Program	Youth Engagement
Supervisor	MLYCC Manager
Location	Mura Lanyon Youth and Community Centre (MLYCC)
Hours of work	38 hours per week
Salary	YWCA Canberra Grade 3.4 (SCHADS 5)

General Conditions of Employment

- YWCA Canberra Enterprise Agreement 2023 - 2027.
- Appointment is subject to obtaining and maintaining a satisfactory Working With Vulnerable People check (at own cost).
- Appointment is subject to maintaining satisfactory working rights in Australia.
- All YWCA Canberra policies and procedures will apply.
- Subject to a 6-month probation period.
- Adherence to National Child Safety Principles at all times

Position Statement

Drawing upon community development, youth participation and strength-based principles, the position will have oversight of the development and delivery of a range of service initiatives targeted at young people through youth programs run by YWCA Canberra in the Tuggeranong region. The Youth Programs Team Leader will provide oversight of the Tuggeranong Youth Engagement and YWCA Canberra Clubhouse Programs, will supervise all aspects of service delivery including short term case management, program planning and delivery, resource identification, group facilitation, accurate and timely reporting and project evaluation.

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Steward: People and Capability Manager	Approved By: CEO



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Responsibilities	
In relation to Programs	<ul style="list-style-type: none"> Supervise delivery of the Youth Programs (Youth Engagement, Lanyon Youth Centre and YWCA Canberra Clubhouse) including the school holiday programs, case management, psychosocial support programs, outreach, and online engagement with young people. Promote youth engagement programs in south Canberra, develop and maintain networks with other service providers and respond to referrals/enquiries for programs. Guide youth focused events including LGBTQIA+ Prom and ACT Youth Week Manage rostering of staff to ensure delivery of youth programs Oversee the collection of data, program outcomes and reporting. In collaboration with the Manager, MYLCC, manage program budgets to ensure accountability. Support the Manager, MLYCC in the provision of other programs in the Centre as required including the Lanyon Food Hub, Snow Foundation Bus.
In relation to Team Members	<ul style="list-style-type: none"> With the support of the MLYCC Manager, manage staffing and oversee recruitment of new staff as required. Identify and support training and ongoing practice support to staff Provide regular supervision for the Youth Programs Staff including the Youth Engagement Staff, Clubhouse Staff and work experience students. Manage staffing development including annual appraisals, probation reviews and professional development of staff
In relation to Young People and clients	<ul style="list-style-type: none"> Provide specialised support to young people using trauma-informed, strengths-based, person-centred principles. Have knowledge of the services and supports available to meet the needs of young people. Build professional and respectful relationships with young people and their families. Consult with young people regarding program development. Encourage, support and empower young people. Create a safe, supportive social, emotional and physical environment. Provide clear and accessible information to young people.
In relation to the YWCA	<ul style="list-style-type: none"> Promote and work to YWCA Canberra organisational policies and procedures. Provide input to the development and implementation of policies and procedures where appropriate. Work in a manner that aligns with the YWCA Canberra's values and ethics. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, assisting team members when required and undertaking other activities as directed by your manager. Promote Work Health and Safety practices in accordance with organisational policy.

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Selection Criteria	
Qualifications	<ul style="list-style-type: none"> Relevant tertiary or VET qualifications in Youth Work, Community Development, Social Work, Education or other related fields.
Knowledge and Experience	<ul style="list-style-type: none"> Experience in staff supervision, performance management and the ability to lead a team. Experience working with young people and proven ability to engage with them in a variety of settings including; case management, group work, education, assertive outreach and project work Experience working through trauma and gender informed practice Ability to provide appropriate support to staff through demonstrated experience working with young people from a range of backgrounds including: <ul style="list-style-type: none"> Young people with multiple and/or complex needs Young people who are experiencing or at risk of homelessness Young people from Aboriginal and or Torres Strait Islander backgrounds Young people from Culturally and linguistically diverse backgrounds Young People who are neurodiverse Young people who experience socio economic disadvantage
Capabilities and Behaviours	<ul style="list-style-type: none"> Excellent interpersonal and communication skills including written skills Strong commitment to teamwork and an ability to work in a team environment with a commitment to professional supervision and reflective practice Ability to prioritise workloads and meet internal and external deadlines Proactive 'self-starter' approach to work with the ability to use initiative Operate ethically, professionally and with integrity at all times Ability to execute sound judgement and adhere to professional boundaries Commitment to continuous development and improvement Demonstrated skills in the use of Microsoft Office and reporting through data base collection systems. Ability to incorporate social justice and community development principles within service initiatives
Other Requirements	<ul style="list-style-type: none"> Current full drivers licence and access to a vehicle with comprehensive insurance for work purposes A current working with vulnerable peoples registration Australian citizenship or suitable rights to work in Australia Ability to work weekends and evenings as required to deliver one off events Senior First Aid or ability to acquire one

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Authorisation

YWCA CANBERRA

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

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