

Position Description

Development Officer (Youth)

Alpine Shire Council's Values - ICARE

Innovation | Collaboration | Accountability | Respect | Empowerment

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community.

Child Safety Commitment at Alpine Shire Council

Alpine Shire Council is committed to being a child safe organisation. Every child and young person has the right to feel safe. All our employees have a shared responsibility to protect children and young people from harm and abuse. Alpine Shire Council have established policies, procedures and training to achieve these commitments.

Diversity & Inclusivity at Alpine Shire Council

Alpine Shire Council is an Equal Opportunity employer. We value people of all abilities, people from culturally and/or linguistically diverse backgrounds and First Nations peoples. We are committed to upholding a safe, inclusive and respectful workplace that values the contribution of all.

POSITION OVERVIEW

As the Development Officer (Youth) you fulfill an important role in maintaining productive community partnerships and be instrumental in developing and strengthening Alpine Shire communities.

You will be an enthusiastic and motivated person with a passion for working with and supporting young people. You will help to build capacity, resilience, strengthen civic participation and community connections for young people aged 12-25 by creating opportunities to access and influence local youth programs. You will use your creative skills and innovative mindset to support planning, development, and delivery of adaptable and accessible youth programs, initiatives, and events for young people across the Alpine Shire.

From time to time, you will be asked to provide support in delivering other community development initiatives that support key priorities of the Community Vision & Council Plan.

You will undertake key responsibilities in a professional, efficient, and timely manner; and contribute to Council's aim of being a high performing customer focussed organisation. You will need to be passionate and multi-skilled and able to consistently deliver at high standard operational services in a tidy, organised, and enjoyable environment.

This role will require weekend and youth friendly hours from time to time.

CLASSIFICATION AND RELATIONSHIPS

Classification:	Band 4 Alpine Shire Council Enterprise Agreement
Reports to:	Community Development Coordinator
Supervises:	Nil

KEY DUTIES AND RESPONSIBILITIES

You will foster professional working relationships with young people, internal and external stakeholders including but not limited to community groups and schools within the Shire, funding bodies and state and/or federal government agency staff to foster relationships and deliver identified projects and programs on behalf of Council and/or the community.

You will:

- Be required to work weekend and youth friendly hours from time to time.
- Assist in the planning, delivery and evaluation of programs and initiatives for young people.

- Use innovative engagement processes that enable genuine opportunities for young people to influence and be involved in decision making processes.
- Effectively engage with young people from all backgrounds from across the Alpine Shire.
- Cooperate with partners and stakeholders, and work with young people to improve opportunities, increase participation and ensure programs are delivered in a safe, timely and efficient manner that results in positive outcomes for young people.
- Foster and support initiatives that build capacity and resilience in young people and create opportunities to participate, connect and build skills.
- Increase awareness of programs, events, and services for young people by using a variety of marketing, communications and promotional strategies and activities.
- Participate in ongoing training and professional development to support youth participation and ethical youth work practice.
- Support young people to participate safely and effectively in meetings, consultations training workshops and activities, and help them to understand their rights and responsibilities.
- Act as a conduit between young people and Council.
- Advocate for the rights and needs of young people.
- Attend youth events and programs as a representative of Council.
- Contribute to evaluation and reporting on programs and initiatives and ensure compliance with all funding requirements.
- Seek out funding opportunities as they arise to support delivery of events, programs, and initiatives.
- Carry out any other duties your supervisor/manager may assign to you, having regard to your skills, training, and experience.
- Assist with development and delivery of programs to support Council's Municipal Health and Wellbeing Plan, including events and programs for identified groups within our communities.

Accountability and extent of authority

Youth

- Accountable to direct supervisor and manager.
- Ensure duties are carried out in compliance with staff code of conduct and policies, regulations and legislation in relation to area of responsibility. This includes following:
 - EEO, OHS requirements listed in respective policies to ensure a safe and healthy work environment.
- Duties to be performed under general supervision and within agreed timeframes and budgets.
- Ensure professional standards are upheld, including co-design principles, Child Safe Standards, and the framework of the Code of Ethical Practice in Youth Work.

Customer Service and Administration

- Ensure that accurate and detailed records are kept as per agreed format.
- Ensure that events and programs are delivered safely and are compliant with relevant regulations and guidelines.
- Ensure projects are completed within specified timelines and budgetary allocations.
- Continually review and improve work methods associated with this role.
- Undertake other duties as directed by the manager or coordinator.

Judgement and decision making

- Objectives of work are well defined, the method or process must be selected from a range of techniques, systems, equipment, methods, or processes.
- Some creativity in problem solving may be required.
- Decision making regarding purchases to be within budget allocations, in accordance with Council procurement policy and procedural guidelines.
- Guidance is always available from immediate supervisor or manager.
- Delivery of specific programs with the ability to solve problems using procedures and guidelines as well as professional knowledge and experience with guidance and advice based on procedures and guidelines.
- Make recommendations for changes, new initiatives or improvements to existing programs and services.

Management skills

- Ability to plan, organise and manage daily, weekly and some longer-term workloads.
- Ability to exercise initiative in the performance of duties.
- Ability to set priorities and meet deadlines with the assistance of direct supervisor or manager.
- Proficient record keeping skills.

Interpersonal skills

- Ability to engage with and work cooperatively with young people

- Ability to engage with and work cooperatively with community groups and individual community members in a confident and cooperative manner.
- Ability to work cooperatively as part of a team.
- Ability to work independently as required.
- Well-developed oral and written communication skills with customers, other employees and members of the public.
- Ability to maintain confidentiality of information.
- Display a punctual, reliable, and positive approach to work.
- Display and promote a positive image of Council through appearance, attitude, and performance of tasks.
- Ability to project a positive image in communicating with both internal and external customers at all times.

In addition to the responsibilities described in this document, all employees must comply with the Alpine Shire Council's Code of Conduct and Corporate Policies.

Child Safety

Alpine Shire Council is committed to being a child safe organisation and has zero tolerance for child abuse. Alpine Shire Council promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal and Torres Strait Islander or those from refugee or migrant backgrounds. We take child protection very seriously. All employees are subject to screening and assessment against child safety standards, including rigorous background, identity, and reference checks.

It is the responsibility of every employee to familiarise themselves with the Child Safe Policy. Every employee should:

- Understand obligations and act in an appropriate manner with and around children and young people.
- Promote positive work practices with children and young people.
- Establish boundaries around acceptable and unacceptable behaviour in relation to children and young people.
- Adhere to reporting obligations where there is suspected or discovered child abuse.

EXPERTISE

Qualifications:

- Appropriate qualification in a related discipline is desirable.
- Current Victorian Driver licence.
- A current Victorian 'Working with Children Check' is essential.
- Current First Aid certificate.

Experience:

Desirable:

- Experience in a similar role and working with young people.
- Experience in a similar role working with community.
- Experience in facilitation, project and program development and implementation and event development and delivery.
- Experience in administration and customer service.

Specialist skills and knowledge

- Ability to relate well to young people and a sound understanding of contemporary youth related issues plus issues specifically relevant to rural young people.
- Sound understanding of youth participation and community development principles.
- Interpersonal skills to build positive relationships with community members including young people and other stakeholders including the youth sector, organisations, and businesses.
- An understanding of Council's Municipal Health & Wellbeing Plan and its impact on the work of the Community Development Department.
- Ability to work collaboratively and creatively to identify, develop, implement, and evaluate programs with the assistance of the coordinator where required.
- Knowledge of relationships between government departments, statutory authorities, and other relevant parties relative to the scope of this position.
- Well-developed administrative and organisational skills.
- Highly developed verbal and written business communication and interpersonal skills.
- Demonstrated ability in problem solving, decision making and researching.
- Ability to monitor and work to budget.
- Assist in the preparation of reporting.
- Knowledge of and ability to effectively use relevant technology systems and applications relating to key responsibilities.
- Sound computer skills, in particular MS Office.
- Experience in managing social media pages, including but not limited to Facebook and Instagram

HEALTH, SAFETY AND RISK DUTIES AND RESPONSIBILITIES

Nothing is more important than the health and safety of yourself and those around you. You must:

- Perform all tasks in a manner that does not place at risk the health and safety of any person.
- Seek assistance when unsure of how to perform a task.
- Ensure you observe, understand and comply with all Occupational Health and Safety Legislation, Regulations, Codes of Practice, Policies, Procedures and directives.
- Regularly inspect your work environment for hazards.
- Immediately report all workplace incidents, accidents, near-misses and hazards to a supervisor
- Support the return to work plan for any injured worker when returning to work.
- Council Employees do not smoke in any workplace or when engaged in work related activities. Smoking is an issue for both Council and employees as it impacts on both the work and personal life of the smoker and other employees and in some cases the reputation of the Council.

PHYSICAL REQUIREMENTS

Daily work will be performed in an indoor environment, as such:

- You will be exposed to those conditions normally encountered in an indoor Environment.
- You will be exposed to outdoor working conditions.
- Physical demands are moderate to strenuous, consisting of the ability to sit, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.
- You must be able to see and hear in the normal range, with or without correction, and communicate well both verbally and in written form, and must be able to be understood.
- The work environment may include uneven surfaces and up and down stairs.