A picture containing text, font, symbol, graphics

Description automatically generated **A picture containing font, graphics, logo, graphic design

Description automatically generated**

**Youth Engagement Officer**

**Position Description**

**Position Type** Full-time or Part-time options, upon agreement.

12 month renewable contracts, pending satisfactory performance and funding.

*This is a community-based role that is responsive to the availability of young people and volunteers*, *which involves* *evening and weekend work.*

**Location** Mary Street, Highgate WA

**Salary** SCHADS Award, Level 2.1 with annual increments, extra annual leave and flexible hours

**Reporting to** Networked organisational structure, reporting to National Community Organiser

**Position Purpose**

To engage students and young workers in a process of action and reflection to develop leadership for lifelong impact. To foster open and inclusive communities of young people making a difference onthe issues that affect them the most. To promote avalues-driven organisation that is run by and for young people with the support of a team of mentors.

The role will support the development of both youth movements, YCS and YCW.

**Selection Criteria**

Passionate about making a difference on social justice issues affecting young people today, and an ability to create safe spaces where all young people can belong and thrive. Some experience working with young people is required although extensive experience is not necessary.

Essential criteria:

* Basic verbal and written communication skills, including social media.
* Experience in youth leadership roles and/or other volunteering activities.
* An understanding of social justice issues affecting young people today.
* A commitment to working in an inclusive faith-based organisation.
* Knowledge of working with young people in different settings.
* Working with Children Check
* Drivers Licence

**Roles and Responsibilities**

**Digital Organising Campaigns**

* Prepare social media posts under the direction of YCW’s social media coordinator, as part of awareness raising campaigns on key social justice issues affecting students and young workers.
* Respond to online enquires and assist young people to connect with others in online teams and networks to promote action campaigns and /or expand progress for an issue or cause.

**Community Engagement**

* Engage students and young workers in community events to celebrate or acknowledge days of recognition, eg. International Women’s Day, Harmony Week, etc.
* Provide information to students and young workers about their rights, community events, related volunteer opportunities and other post-school options, in collaboration with partner organisations.

**Leadership Development**

* Assist students and young workers to come together in small groups to reflect on their community involvement, with the support of local mentors.
* Assist young volunteers and their mentors to come together in teams to coordinate the action of the YCS/YCW.
* Engage students, young workers and mentors in leadership development opportunities provided by the YCW.

**Organisational Responsibilities**

* Represent the YCS and YCW in relevant networks.
* Assist with the preparation and administration of grants and other funding requirements**.**
* Provide monthly progress reports and participate in relevant organisational meetings.
* Other reasonable duties as directed.

**Personal Support and Development**

The YCS and YCW priorities the ongoing development of our staff as role models for young people, through:

* Weekly meetings to discuss progress and receive feedback on activities with YCW’s National Community Organiser.
* Fortnightly/monthly mentoring sessions with a local mentor.
* Participation in learning and development activities including personal development opportunities, skill-based training sessions, national and international exchanges, etc.
* Study leave and other support to undertake a related field of study.

|  |  |
| --- | --- |
| **Verification of Position Description** | |
| I have read and understood this position description and am satisfied it accurately describes the position and agree to the position description. | |
| Position Holder’s name |  |
| Signature |  |
| Name |  |
| Date |  |