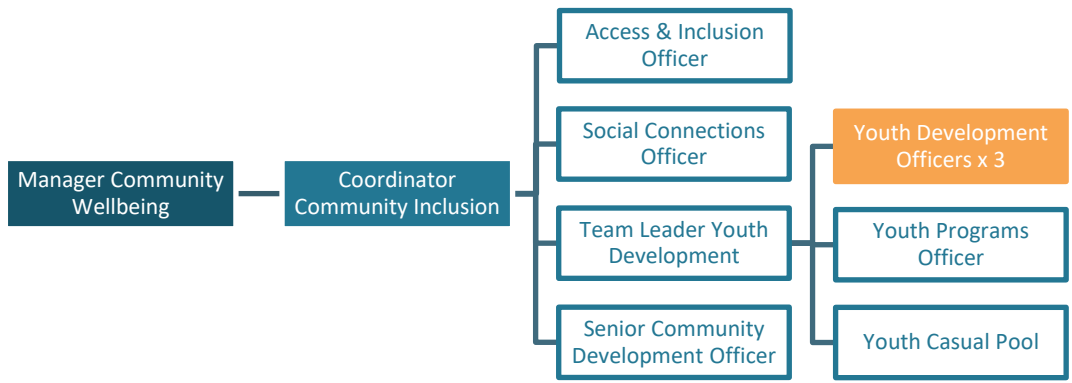


YOUTH DEVELOPMENT OFFICER

Position No.	1313
Classification	Band 5, Part Time (45.6 hours per fortnight)
Directorate	Community, Planning & Growth
Department	Community Wellbeing
Division	Community Inclusion
Team	Youth
Department Context	<p>The Community Wellbeing department is located within the Community, Planning & Growth directorate and is responsible for the planning, implementation and delivery of a number of key areas including: Community Inclusion and Community Development.</p>  <pre> graph LR MCW[Manager Community Wellbeing] --- CCIC[Coordinator Community Inclusion] CCIC --- AIO[Access & Inclusion Officer] CCIC --- SCO[Social Connections Officer] CCIC --- TLYD[Team Leader Youth Development] CCIC --- SCDO[Senior Community Development Officer] AIO --- YDO[Youth Development Officers x 3] SCO --- YDO TLYD --- YDO SCDO --- YDO YDO --- YPO[Youth Programs Officer] YDO --- YCP[Youth Casual Pool] </pre>
Position Purpose	<p>The Youth Development Officer is part of a dynamic Youth Team responsible for engaging, supporting and advocating for local young people aged 12-25 years across the Golden Plains Shire to live happy, healthy, active lives. The position will involve the co-design, development and delivery of a range of programs and initiatives consistent with youth participation frameworks and focuses on creating meaningful and empowering partnerships with young people.</p>

VISION & VALUES

Where people matter, communities are connected, and the future is bright

Pride	We know that our work is important, and we take pride in doing the best job we can
Respect	We treat each other with courtesy and respect, and are committed to keeping our environment safe, and free from judgement
Integrity	We are committed to being authentic, honest and ethical in our work
Collaboration	We partner together to achieve shared goals and deliver community focused outcomes
Excellence	We are committed to delivering the best community experience and outcome that we are capable of providing

KEY RESPONSIBILITIES AND DUTIES

Operational

- Develop and deliver a range of inclusive youth events, activities, programs and projects that benefit the mental health and wellbeing of young people, including promoting social and community connection, pathways and skill development, advocacy and activism.
- Assess, develop and review youth services programs and events to meet the needs of the Golden Plains Shire community as part of an evidenced informed practice.
- Promote and provide a positive, safe and engaging culture at various facilities across the Shire to ensure accessible and meaningful activities and opportunities are provided to all young people
- Collaboratively contribute to enhance the diversity and relevance of activities and events provided for young people, within a youth led practice.
- Actively seek opportunities to improve the experience of young people and parents in events, activities and programs.
- Create an environment that promotes inclusion and demonstrates positive role modelling to young people and the broader community.
- Lead the delivery of a range of youth and community wellbeing events, activities and programs, both during normal working hours, evenings and weekends. Core deliverables include:
 - Delivery of a variety of youth and community focused programs to a diverse client base
 - Actively support Youth, Community Inclusion and Community Wellbeing projects
 - Positively and proactively engage with young people and the general community to enhance the quality of their experience and overall wellbeing
 - Provision of exceptional customer service to support the delivery of Council's Youth Development services.
 - Fluently leverage strategic social and digital media communication to engage with young people and stakeholders to build a continuous, safe and youth-accessible presence in line with Youth Development Program branding

Partnerships

- Collaborate with the Community Inclusion Team and wider Community Wellbeing Department and other internal and external stakeholders.
- Planning, design and implementation of allocated youth program portfolios in adherence to grant funding guidelines/deliverables, Council Plan objectives and in collaboration with young people under the guidance of the Youth Development Team Leader.
- Maintain a contemporary holistic understanding of the issues, challenges, strengths and themes impacting young people within Golden Plains Shire through consultation, research and engagement.
- Develop positive rapport with young people, parents, team members and residents to establish strong positive working relationships.
- Empower and support young people to design and deliver events and projects.

Communication

- Actively promote relevant programs, events and activities in a positive, engaging manner that supports participation of young people and community.

- Develop and deliver engaging, safe and accessible digital content and communication across social media platforms to connect with young people and promote Youth Development Programming with guidance from the Youth Development Team Leader & in collaboration with the Communications and Engagement Team.

General and Organisational Responsibilities

- Comply with Council policies and procedures, including the Code of Conduct, and Councils Corporate Values.
- Contribute to the development of the Department's/Teams objective, as well as the corporate goals of Council.
- Embrace Council's commitment to providing a safe and healthy working environment by performing duties in accordance with the Health & Safety Act 2004, regulations, codes of practice and policies and procedures.
- Promote excellence in the customer experience and in conjunction with your manager or people leader, identify, review, and implement strategies to improve the customer experience quality and efficiency.
- Contribute to emergency management planning and activities as they arise as well as undertake relevant training. During a CEO identified emergency an employee may be required to complete alternative work including administration, logistics and specialist support.
- Maintain confidentiality in respect of all dealings of a sensitive or confidential nature.
- Participate as directed in training and education to maintain compliance and an up-to-date knowledge.
- Other duties within the scope of the employee's skills, competence and training, relevant to the position band, as requested by the supervisor.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe organisation where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the *Child Wellbeing and Safety Act 2005* and the *Child Safe Standards*.

All staff must actively contribute to a child safe and child friendly environment and are committed to continuously update their knowledge to ensure they fulfil their obligations in relation to Child Safe Standards. Council will provide access to continuous learning opportunities and develop relevant services and programs to adopt Child Safe practices.

GPSC CAPABILITIES

The GPSC Capabilities are the knowledge, skills, and associated behaviours required by all staff. The capability level for each role is varied and dependent on the role functions. The four levels for the capabilities are:

Foundational	<ul style="list-style-type: none"> • Basic awareness of concepts and techniques • Follows guidance, complies with established procedures, seeks advice
Intermediate	<ul style="list-style-type: none"> • Broad understanding of concepts and techniques • Demonstrates the skills/knowledge with minimal guidance
Adept	<ul style="list-style-type: none"> • Strong understanding of concepts and techniques with consistent application • Influences, upholds, shares advice, consults
Advanced	<ul style="list-style-type: none"> • Extensive understanding and application of concepts and techniques • Sets, leads, designs, innovates, monitors, regulates, develops others • Shapes the organisations approach in the application of this skill/knowledge

The capability level for this role is as follows:

Capability	Description	Level
Flexibility & Adaptability	Adjust approach in line with changing priorities and remain agile and positive toward change	Intermediate
Manage Self	Shows drive and motivation, with an ability to self-reflect and a commitment to learning	Intermediate
Resilience	Maintain a positive attitude and consistently deliver quality work in the face of challenging situations	Intermediate
Value Diversity & Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
Communication	Communicate clarity, vision, purpose, and impact, actively listen to others, and respond with understanding and respect	Intermediate
Collaboration	Build strong relationships, collaborating effectively across the organisation, valuing their contribution	Intermediate
Customer & Community Focus	Committed to the customer experience and delivering customer and community valued outcomes	Intermediate
Influence & Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Action & Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	Intermediate
Plan & Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Problem Solving	Think, analyse, and consider the broader context to develop practical solutions	Intermediate
Innovation & Continuous Improvement	Use different ideas and concepts to develop new and different ways of thinking to improve efficiency, effectiveness, and quality of work	Intermediate

CLASSIFICATION DEFINITIONS

Accountability and Extent of Authority	The position provides general support to clients, freedom to act is subject to close supervision. The effects of decisions may be significant but are always subject to review by Youth Development Team Leader or other more senior staff members, with day-to-day supervision depending on the activity being performed.
Judgement and Decision Making	<p>The position involves working with a diverse range of people and will inevitably encounter problems and challenges. The ability to problem solve using procedures, guidelines and knowledge gained through experience is essential.</p> <p>Some creativity and originality are required as problems are occasionally of a complex nature which may not have been encountered before.</p> <p>In complex situations it is desirable to seek guidance and advice to ensure the best possible outcome of the situation for all involved.</p>

Specialist Skills & Knowledge	The position requires an understanding of youth frameworks, mandatory reporting, Child Safe practice and youth participation.
Management Skills	The position requires skills in managing time, setting priorities and planning and organising work to achieve set and specific objectives in an efficient way within the resources available and within a set timetable.
Interpersonal Skills	The officer will have written, oral and digital communication skills which allow them effectively work with and support young people, community members and fulfil corporate requirement such as record keeping and consultation.
Qualifications & Experience	<p>Relevant experience and/or study in the fields of youth development, health promotion, community development, education or similar fields.</p> <p>The skills and knowledge required are beyond those acquired through completion of a TAFE certificate or associated diploma alone.</p> <p>The necessary skills and knowledge may be acquired through the completion of a degree or diploma course with little or no relevant work experience, or through lesser formal qualification with relevant work skills, or through relevant experience and work skills commensurate with the requirements of this band.</p>

KEY SELECTION CRITERIA

- A degree/diploma in Youth Work, Community Development, Education or a related discipline with relevant experience or a related discipline with relevant experience.
- Demonstrated experience in developing, facilitating and evaluating a wide range of programs and activities for young people.
- Ability to establish and sustain positive rapport that motivates and empowers young people to actively participate in their community.
- Demonstrates a comprehensive and clear understanding of establishing and maintaining professional boundaries when working with young people to maintain safe and appropriate relationships.
- Demonstrated experience implementing projects and achieving outcomes within budget and timeframes.
- Highly developed written and verbal communication and interpersonal skills, as well as strong online digital literacy.

Other Requirements

- As part of your role, you will be working or have contact with children. It is your obligation to always ensure their safety and report any concerns that you have, in line with our duty of care obligations. You will be required to regularly provide the necessary working with children, police records and reference checks. We have zero tolerance when it comes to abuse of any kind and will take disciplinary action, including and up to termination of employment, should we determine that abuse has taken place or there has been a failure to report any suspected or alleged abuse.
- In your role as Youth Development Officer within the Community Inclusion team, it is acknowledged that tasks within this role are often required to be undertaken in the evenings or on weekends. Refer to Council's Enterprise Agreement for the work team arrangement conditions applicable to this role.
- A current Australian driver licence.
- Maintain a satisfactory National Criminal History Check and Working with Children's Check.

APPROVAL

Approved By (Department):	Community Inclusion
Reviewed By (P&C):	People & Culture Advisor
Date:	June 2026
Employee Acceptance:	<i>Accepted via onboarding portal</i>