

# Youth Development Officer

## Position Outline

<b>Position</b>	Youth Development Officer
<b>Work Location</b>	23 West Street, Council's Administration Building
<b>Directorate</b>	Community Services
<b>Section</b>	Economic and Community Development
<b>Reports to</b>	Manager, Economic and Community Development
<b>Annual Salary Band</b>	\$82,801.00 - \$93,944.00
<b>Classification</b>	Level 4 to 5, Mount Isa City Council Certified Agreement 2018 Depending on experience
<b>Engagement Type</b>	Full-Time, Ongoing

### POSITION OBJECTIVE

The Youth Development Officer is responsible for delivering and supporting various community development, wellbeing, and inclusion initiatives and programs that benefit young people.

This position will drive strategic engagement, community development, and social impact objectives, strongly focusing on young people with the Mount Isa region. This includes undertaking meaningful consultation to plan, develop, manage, deliver and evaluate the services and programs for young people, to ensure they are high quality, well promoted, and meet community needs. The role will collaborate and coordinate with service providers across the Mount Isa Community in delivering the goals and objectives of the Mount Isa Youth Strategy.

### QUALIFICATIONS

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- Qualifications in Youth Work, Social Work, Social Sciences, Education or Community Development with demonstrated relevant experience working with young people, preferably using a community development approach.
- Eligible for a Queensland Blue Card.

### POSITION REQUIREMENTS

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- Qualifications in Youth Work, Social Work, Social Sciences, Education or Community Development with demonstrated relevant experience working with young people, preferably using a community development approach.

### KEY RESPONSIBILITIES

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This position is responsible for the following areas and includes but is not limited to:

- Through the engagement of young people, conduct research and analysis on industry trends, innovative leading practices, and current and future local community needs to identify service gaps and inform the development of strategies, projects, and plans.

- Deliver and support various community development, inclusion and well-being initiatives, programs, and projects focused on young people to achieve the Council's strategic priorities.
- Build capacity in the community to support the development of quality youth work and enhance the quality and scope of provision for young people in community settings so that young people can be healthy, stay safe, enjoy and achieve, make positive contributions and support wellbeing.
- Build and maintain strong relationships with local young people, their families, and the wider community, identifying their needs and supporting the development of services that meet those needs.
- Build and maintain effective networks with schools, organisations, clubs, groups and other relevant stakeholders working with young people.
- Provide advice within the organisation and the community on development and social research practices for young people.
- Collaborate with staff across the organisation and the community to develop and maintain effective relationships and networks, including attending approved networking meetings and forums relevant to the role.
- Work with the community to support developing and delivering information/guidance and activities to meet the needs and aspirations of the young people and their families within the Mount Isa region.
- Actively promote services and programs, encouraging young people's participation.
- Assist with the management and creation of content for Council's social media platforms and other communication channels related to young people.
- Be responsible for delivering innovative, culturally diverse programs and events for young people, meeting objectives and milestones, and providing report updates as required.
- Develop program proposals and evaluations, project plans and program budgets to ensure the effective delivery of council services and activities.
- Identify sources of grant funding, sponsorship and partnerships for the provision of relevant programs for the diverse needs of young people in the community.
- Prepare reports and proposals for Council with recommendations that are effective and of a high standard.
- Assist with and implement the promotion of community programs and activities.
- Assist the Community Development team with other community development programs and initiatives as required.
- Assist and oversee volunteers as required.
- Ensure a positive profile of Council is maintained through the delivery of each activity.
- Adhere to Council protocol and policy governance concerning the management of events and programs.
- Regular availability after hours and on weekends to meet the needs of programming involving young people.

*Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.*

#### **KEY PERFORMANCE INDICATORS**

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- Increase programs, activities and events to engage and connect young people by using their preferences for fun, social, growth and enjoyment.
- Recognise and develop community role models for young people to engage and connect with.
- Demonstrate progress against the Mount Isa Youth Strategy.
- Secure grant funding to amplify youth programming efforts.

## WORK HEALTH AND SAFETY

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All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

## WHAT'S IN IT FOR YOU?

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When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

## MOUNT ISA CITY COUNCIL VALUES

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We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

## HOW TO APPLY

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### What to include in your application:

To assess your suitability, please provide the following information:

- Write a maximum of 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

### Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on [hr@mountisa.qld.gov.au](mailto:hr@mountisa.qld.gov.au)
- *Both word and PDF are accepted file formats.*

### Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

<b>Creation Date</b>	August 2024
<b>Review Date</b>	August 2025
<b>Contact</b>	Manager Economic and Community Development
<b>Closing date</b>	20 September 2024