



POSITION TITLE	Youth Recovery and Resilience Project Coordinator
AWARD AND CLASSIFICATION	Wodonga City Council Enterprise Agreement 2021 to 2023 Band 6
DIRECTORATE	Community Development and Wellbeing
BUSINESS UNIT	Community Development and Youth
REPORTS TO	Team Leader Community Development and Youth
SUPERVISES	Youth Recovery and Resilience Peer Worker
EMPLOYMENT STATUS	Full-time Limited Tenure (18 Months)
DATE	August 2022
EMPLOYEE NAME	

ORGANISATIONAL CONTEXT

Wodonga Council’s vision for the city is to be seen as a ‘progressive, well-planned city that is affordable, offers an abundance of opportunities and is led by strong, empathetic stewardship’. This vision will support us to realise our mission ‘to strengthen the community in all that we do’.

FUTURE PROOF PROJECT

Wodonga Council is partnering in the delivery of YACVic’s ‘Future Proof: Young People, Disaster Recovery and (Re) building Communities’ project (Future Proof), funded by the Youth Affairs Council Victoria’s (YACVic) Black Summer Bushfire Recovery Grants Program.

Youth Affairs Council Victoria (YACVic) is the lead coordinating partner for Future Proof, bringing together a coalition of fifteen organisations from fire-affected communities in Eastern Victoria. Future Proof project partners receive funding to employ local youth worker and young peer worker positions to support place-based, youth-led activities, projects and community decision-making focused on bushfire response, recovery and resilience. The coalition will be made up of community organisations, local councils, Aboriginal Community Controlled Organisations (ACCO’s), and local youth organisations.

our values

TRUST - RESPECT - INTEGRITY - LEARNING

our mission

WE WILL STRENGTHEN THE COMMUNITY IN ALL THAT WE DO

The project will include qualification pathways for 15 local young people (150 in total across the region) to kick start careers in emergency management, response, recovery and community services. Other activities include:

- The creation of local youth advisory groups.
- Training for young people and youth workers.
- A community of practice for workers to support and learn from each other.

POSITION OBJECTIVES

The Youth Recovery and Resilience Project Coordinator will be responsible for coordinating and overseeing youth input into disaster response, recovery and resilience work through designing place-based programs specific to Wodonga's young people. The Project Coordinator will apply an outcomes-focused mindset to support the placement of up to 15 young people in traineeships and apprenticeships in Wodonga.

This Project Coordinator will use their skills in networking to lead Council's youth participation and engagement activities. This includes the facilitation of input to the overall project direction by local young people through the project reference group and the development of local projects and activities to aid disaster recovery work from the 2019/2020 black summer bushfires.

This position will lead council's participation in the Coalition Partnership of the Future Proof Project including in the regular community of practice meetings, coordinating training for local young people in collaboration with project lead, YACVic. This position will work alongside other partners to open up the visibility of pathways and seed aspiration for young people. The work seeks to assist local young people in accessing and undertaking qualifications and supporting young people to take on traineeships and jobs. This role will work with partners to ensure all project deliverables are implemented in line with contractual obligations.

The role will actively promote opportunities to young people and local community and recovery focused organisations. The role will provide high level guidance to local community and key partners and stakeholders regarding best practice in youth participation, ethical practice and engagement in disaster recovery and preparedness. The role will actively participate in developing input to evaluation and research activities alongside partners. The position works closely with other external and internal project partners and supervises Future Proof, Youth Recovery and Resilience Peer worker.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

The position is accountable for:

- Coordinate and support youth work content of the contract obligations for Future Proof, Engaging jointly and one to one with Coalition Partner representatives and stakeholders.
- Coordinate young people's input into project activities including the project youth reference group.
- Coordinate a program of training and development activities targeting young people.
- Plan, implement and evaluate engaging, local, youth based, recovery project activities in line with local needs and established plans
- Actively support up to 15 local young people to participate in undertaking formal qualification pathways in one of several approved training courses.

- Develop and support strength-based partnerships with a wide range of stakeholders, including local Aboriginal organisations, education and employment providers, local youth and community groups and recovery agencies.
- Participate in activities as part of the Future Proof coalition partnership including the Community of Practice activities.
- Drive traineeships.
- Reporting on project deliverables and ensure compliance with all funding requirements, and coordinate, and promote local activities consolidated project reporting, and media.
- Supervise the bushfire recovery youth peer worker.
- Participate in overall project evaluation,
- Attend and actively take part in regular staff meetings and activities.
- Carry out any other duties your manager may assign to you, having regard to your skills, training, and experience, including preparing future grants related to the disaster management and youth participation areas.
- The position has the authority to ensure that volunteers and staff under supervision adhere to EEO and OH&S while working for the City of Wodonga.
- The freedom to act is limited by adherence to Council's policies and procedures.

This position will require some night work and weekend work, which can be taken as Time in Lieu.

CAPABILITIES AND BEHAVIOURS

Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

JUDGEMENT AND DECISION-MAKING SKILLS

Ability to use judgement to make decisions on the selection of the best method, technology, process or equipment from a range of available alternatives to meet the objectives of the work, and resolve problems of a moderately complex or technical nature that may not have been faced previously, requiring creativity and originality.

SPECIALIST KNOWLEDGE AND SKILLS

- The ability to work with young people and volunteers.
- Sound knowledge of the needs and issues affecting young people.
- The ability to liaise and network with local and regional agencies.
- The ability to function independently with minimal guidance.
- The ability to make recommendations regarding the development of youth and mental well-being initiatives within Council policy.
- Ability to follow defined OHS policies and procedures relating to the work being undertaken in order to ensure own safety and that of others in the workplace:
 - Ability to follow workplace procedures for hazard identification and risk control.
 - Ability to contribute to participative arrangements for the management of OHS.

MANAGEMENT SKILLS

- Ability to manage own time, set priorities and plan and organise one's own work to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable.
- Understanding of and ability to implement basic personnel practices, including those relating to equal employment opportunity, occupational health and safety, and training and development.
- Ability to manage and support one direct report – the Youth Recovery and Resilience Peer Worker

INTERPERSONAL SKILLS

- Developed verbal communication skills to communicate with clients, members of the public, and other employees, and enable the resolution of moderately complex problems.
- Advanced written communication skills to communicate with clients, members of the public, and other employees, and enable the writing of reports in field of expertise and the preparation of external correspondence.
- Ability to gain cooperation and assistance from clients, the public and other employees in the administration of well-defined activities.
- Ability to liaise with counterparts in other organisations to discuss specialist matters, and with other employees outside work unit to resolve intra-organisational problems.

INFORMATION TECHNOLOGY SKILLS

Information technology skills commensurate with the level of the position including being able to use a computer.

CUSTOMER SERVICE SKILLS

Meet Council's Customer Care expectations including:

- Being honest, ethical and professional;
- Being helpful and courteous;
- Listening with respect and understand the customer's issues;
- Meeting commitments made;
- Keeping the customer informed;
- Ensuring that the customer clearly understands what is being said;
- Apologising if a mistake is made and attempt to make it right; and,
- Assisting customers with physical, sensory or intellectual disabilities, to achieve equitable access to our services.

EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

QUALIFICATIONS AND EXPERIENCE

Essential

1. Demonstrated experience (minimum of five years) in the rural youth/community development sector.
2. Demonstrated experience in developing, coordinating, and co-leading projects aimed at young people (12-24).
3. Demonstrated experience in supporting young people to obtain qualifications and obtain and maintain employment-based traineeships.
4. Understanding of youth participation principles, ethical practice principles in youth work and how they are enacted in community settings.
5. Demonstrated understanding of appropriate behaviours when engaging with children and young people from diverse backgrounds, and a strong commitment to the Victorian Child Safe Standards.
6. Demonstrated ability to develop positive, collaborative working relationships with a range of stakeholders.
7. Excellent communication skills, including confidence in public speaking and the ability to facilitate workshops and meetings.

Desirable

1. Understanding of the issues important to rural and regional communities, particularly as they relate to young people, in fire and disaster affected areas.
2. Experience in working with communities impacted by natural disaster.

LICENCES AND MANDATORY REQUIREMENTS

1. Working with Children Check
2. A current driver's license (essential)
3. National Police Check (required to be supplied by the employee or prospective employee prior to commencement)

EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and will be required to demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Having difficult or uncomfortable conversations.
- Meet performance expectations.
- Working in a professional capacity within the work environment.
- Being willing and able to adapt to change.
- Demonstrating resilience under pressure, and in changing and challenging circumstances.

KEY SELECTION CRITERIA

1. Tertiary qualifications in youth services, or a related field, along with some relevant workplace experience.
2. Experience in engaging with young people.
3. Well-developed communication skills, with proven ability to effectively engage and develop relationships with key stakeholders and young people.
4. An understanding of project management principles with an ability to meet key business goals and priorities.
5. Demonstrate a motivated and proactive nature with the ability to set priorities, manage time and work effectively to achieve outcomes within set timeframes.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

Staff member signature

People and performance framework

CUSTOMER SERVICE AND COMMUNICATION  Understanding and valuing our customer needs to make sure we provide quality customer service.		BUILD AND ENHANCE RELATIONSHIPS  Collaborating and working with our people and community.		PLAN, ORGANISE AND DELIVER  Performing work to the best of our ability to deliver successful outcomes for our people and community.	
FUTURE FOCUS  Identifying ways we can do better and anticipating future opportunities.	PEOPLE DEVELOPMENT  Looking after the personal and professional growth of our people.		MANAGE HEALTH AND WELLBEING  Recognising the importance of staff health and wellbeing.		SAFETY AND RISK MANAGEMENT  Prioritising safe and ethical behaviour and decision-making in everything we do.

Customer Service and Communication	
Demonstrates commitment to a high standard of service to customers and the community.	<ul style="list-style-type: none"> • Is helpful, shows respect, courtesy and fairness with staff and customers • Demonstrates empathy and a willingness to assist • Communicates information clearly • Listens and asks questions to understand customer needs and point of view • Proactively seeks solutions and keeps customers informed of progress • Operates within council procedures and policies • Writes in a way that is logical and easy to follow

Build and Enhance Relationships	
Works co-operatively and effectively with others.	<ul style="list-style-type: none"> • Demonstrates clear, open and honest communication • Works constructively to resolve conflict • Shows enthusiasm to help others • Listens and respects the value of different views, ideas and ways of working • Builds and sustains positive relationships with staff and customers • Actively participates in team and other activities • Keeps others informed and seeks clarification when required

Plan, Organise, Deliver	
Organises and prioritises own work to meet work commitments.	<ul style="list-style-type: none"> • Demonstrates effective use of time and resources to meet expectations and achieve outcomes • Understands what is required of the role and how this contributes to team priorities • Keeps appropriate people informed on progress of tasks and projects • Seeks information when required, demonstrates initiative • Undertakes to complete all tasks with a positive, can-do attitude

Future Focus	
Looks for improvements and is adaptable to change.	<ul style="list-style-type: none"> • Understands council vision and purpose and how their role fits in • Is willing to adapt to changing processes, systems, technology and environments • Looks for improvements and better ways of doing things • Seeks support and clarification when required

People Development	
Welcomes opportunities for learning and self-development.	<ul style="list-style-type: none"> • Displays council values • Reflects upon own performance • Seeks and acts upon feedback • Sets goals for personal and professional development • Finds ways to learn and improve in the completion of day-to-day tasks • Takes responsibility for own work and meeting job requirements

Manage Health and Wellbeing	
Takes responsibility for self-care and managing work-life balance.	<ul style="list-style-type: none"> • Demonstrates effective time management and prioritising of tasks • Is aware of, controls and expresses their own emotions appropriately • Recognises when support is needed • Accepts responsibility for their own actions and outcomes • Is aware of the importance of self-care

Safety and Risk Management	
Takes responsibility for personal actions and reports safety and compliance concerns.	<ul style="list-style-type: none"> • Remains vigilant in ensuring a safe working environment for self and others • Is aware of risk and takes action to prevent problems • Reports hazards, incidents (including near misses) and compliance concerns in a timely way • Understands the importance of honesty and transparency • Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets • Complies with policies and procedures

ATTACHMENT 2

FREQUENCY	% OF WORK DAY / TASK
Rare (R)	0-5%
Occasional (O)	6-33%
Frequent (F)	34-66%
Constant (C)	67-100%

INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

TASK	DESCRIPTION	INHERENT REQUIREMENTS	DEMAND	FREQUENCY			
				R	O	F	C
Community planning and development	Primarily desk based duties relating to the role	<ul style="list-style-type: none"> Liaison with staff of all levels Liaison with external networks, building relationships Attending sites of external agencies and the community Attending internal and external meetings Driving company vehicles (max 45 mins) Computer use Use of council's systems Research and data analysis Completion of funding applications Policy and document review Operate within a budget Event set up Phone use 	Sitting				X
			Standing		X		
			Walking		X		
			Lifting < 10kgs		X		
			Carrying		X		
			Pushing	X			
			Pulling	X			
			Climbing	X			
			Bending	X			
			Twisting	X			
			Squatting	X			
			Kneeling	X			
			Reaching	X			
			Fine motor				X
			Neck postures				X
			Accepting instructions		X		
			Providing instructions			X	
			Sustained concentration				X
			Decision making			X	
			Intermediate problem solving			X	
Supervision of others		X					
Interaction with others				X			
Exposure to confrontation	X						