

POSITION DESCRIPTION

1. POSITION DETAILS				
Position: Youth Development Officer	Position classification:	LGIA Level 4		
Directorate: N/A	Employment type:	Fixed Term, 10 hours per week		
Department: Community Services	Location:	Admin Office		
2. ORGANISATIONAL RELATIONSHIPS				
Responsible to:	Community and Economic Development Manager			
Supervision of:	Any contract staff working within the Community Services Budget			
Internal and External Liaison:				
Internal	All Staff and Elected Members			
External	Local schools and education providers Youth services and peak bodies Aboriginal organisations Sporting clubs and recreation providers State sporting associations Mental health and wellbeing providers Community Development Officers within the Region Community Members and Organisations Funding Bodies General Public			
3. POSITION OBJECTIVES				
<ul style="list-style-type: none"> Deliver the Youth Engagement Plan within the budgetary framework consistent with Council's Strategic Community Plan. Plan, develop, coordinate and implement youth activities in the Shire of Gnowangerup Embed child-safe, inclusive and place-based approaches to youth engagement across all programs and activities. Support the establishment of a youth council Help to coordinate youth week activities 				
4. KEY DUTIES / RESPONSIBILITIES				
Program Delivery and Engagement				

- Deliver the Shire of Gnowangerup Youth Engagement Plan in collaboration with young people, partners and community stakeholders.
- Design and deliver inclusive youth engagement activities for young people aged 10–25, with a focus on those not currently engaged.
- Support the establishment and coordination of a Youth Engagement Council and youth reference groups.
- Facilitate workshops, events and one-off activations delivered by external facilitators.

Youth Voice & Co-design

- Actively engage young people in consultation, co-design and feedback processes.
- Support youth-led initiatives, ideas and community projects.
- Coordinate community voice activities, including physical and creative installations.

Partnerships & Place-based Practice

- Build and maintain strong relationships with schools, community organisations, Aboriginal leaders and regional youth networks.
- Work closely with internal teams to align youth initiatives with broader Shire projects, including sport, recreation and infrastructure planning.

Safeguarding & Risk Management

- Ensure all youth activities comply with child safe principles, risk management requirements and relevant legislation.
- Implement and monitor Child Safe Risk Management Plans for all programs.
- Maintain appropriate supervision, consent, incident reporting and documentation processes.

Grant & Project Management

- Support grant applications, reporting and acquittals related to youth programs.
- Manage project budgets, timelines and reporting requirements.
- Accurately record staff time and activity data for funded projects.

Monitoring & Evaluation

- Collect simple participation and outcome data to inform reporting and continuous improvement.
- Prepare internal reports and contribute to funding body reports as required.

5. SKILLS and EXPERIENCE

Essential:

- Current Working with Children Check

Desirable Qualifications:

- A cert 3 or above in a discipline relevant to Community Development or previous experience and training in a similar capacity.
- Training in youth work, child safety, mental health first aid or community development.
- Hold a current Western Australia Driver's Licence

Desirable Experience:

- Working with community groups and organisations, including Aboriginal communities
- Design and implementation of community development initiatives
- Project and events management, leading to successful community outcomes
- Knowledge of a local government
- Working knowledge of local area
- Experience working within child safe frameworks

Desirable Skills:

- Well developed written and oral communication skills
- Strong initiative and enthusiasm
- Well-developed administrative, organisational and time management skills
- Demonstrated ability to work as part of a team
- Genuine desire to promote the Shire of Gnowangerup
- Ability to engage positively with young people from diverse backgrounds
- Strong facilitation and group engagement skills
- Ability to manage sensitive issues with discretion and professionalism

Desirable Knowledge:

- High level of computer literacy
- Knowledge of the local government
- Working knowledge of Microsoft suite of products.
- Understanding of youth development principles and early intervention approaches
- Awareness of safeguarding obligations and mandatory reporting requirements

6. EXTENT OF AUTHORITY

- Operates under the general direction of the Community and Economic Development Manager within established guidelines, policies and procedures of Council as well as the statutory provisions of the Local Government Act and other legislation.

7. WHS REQUIREMENTS

- Follow all Work Health and Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.

Approved by the Chief Executive Officer

Date: ____ / ____ / ____

Signed by Employee

Date: ____ / ____ / ____

Name: