

## POSITION DESCRIPTION SUMMARY

An exciting and dynamic opportunity to support the delivery of engaging and impactful programs to inspire, develop and empower young people to achieve their potential.

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned below may be altered in accordance with the changing requirements of the role.*

*Photo: Students taking over a restaurant for one night in the Class Chefs Program*



## YOUTH PROJECTS OFFICER PLAN & DELIVER ENGAGING PROGRAMS

The primary purpose of this role is to assist with the coordination and delivery, monitoring and evaluation of SWC run programs and activities for young people and their families. Activities include classroom based structured programs as well as external excursions and workshops for groups ranging from 25 to 2,000 participants.

### Reports to:

Head of Strategic Development (Business and Innovation). Relevant support, training and development will be provided to candidates joining us with appropriate skills, attitude and work ethics.

*Photo: YCIT member facilitating an 'Epic Challenge' in the Future Links Future Ready Program*



### TOP TIP

for completing the Google Recruitment Form:

**Visit our website**

**[www.swconnect.org.au](http://www.swconnect.org.au)**

to access details about past and current projects.



[info@swconnect.org.au](mailto:info@swconnect.org.au)



[twitter.com/sthwestconnect](https://twitter.com/sthwestconnect)



[facebook.com/SouthWestConnect](https://facebook.com/SouthWestConnect)

## CONTENTS

- Introduction
- SWC Projects Delivery
- General responsibilities
- Required Skills and Experience
- Interpersonal skills
- Qualifications and Essential experience
- Risk management
- Desirable experience
- Personal Competencies and Attributes
- Additional Essential Requirements

If this aligns with your career aspirations, please review the Recruitment Information Package and follow the specified recruitment process to **Apply Now!**



## ABOUT YOU

You have gained experience in the Youth, Community or Education sector and have contributed to the success of your programs and team. You are now looking to join a highly impactful and efficient team where you can hit the ground running to develop your skills and add value to the broad range of projects and initiatives at SWC.

Your positive attitude, flexible approach and willingness to learn, develop, achieve and contribute to the team will be highly regarded. Your **strong communication skills, attention to detail and your ability to prioritise tasks from a diverse range of information and competing demands** will allow you to succeed in this role. We have strong processes and resources available to help you make a smooth transition to become a valuable member of our small but highly impactful team.

## ABOUT THE ROLE

The primary purpose of this role is to assist with the coordination and delivery, monitoring and evaluation of SWC run programs and activities for young people (in primary and high school) and their families. Activities include classroom based structured programs as well as external excursions and workshops for groups and large-scale events for thousands of people.

In this position you will develop your skills to allow you to proactively engage with young people and key community stakeholders to identify, develop and deliver initiatives that encourage young people's active participation in education, careers and civic life and promote their health and wellbeing.

Experience and understanding of working with young people and community stakeholders would be an advantage. Selected key skills include:

- Demonstrated experience in **program facilitation, development, implementation**, and **delivery** (from classroom based to large scale events)
- **Understanding of youth issues and solutions**, including disengaged, disadvantaged, and vulnerable young people within multicultural communities
- Understanding of youth **participation, engagement, and community development** principles **including marketing and promotion strategies to increase these factors.**

If you have basic or limited experience, you may prefer to apply for the "Entry Level | Graduate Role" rather than this "Intermediate Level | Experienced Role". Particularly if you have recently completed a qualification in teaching|training, community|youth development, program delivery or events management or if you have worked in part time roles with transferable skills. The Entry Level position will be more actively guided and mentored by the Senior Projects Coordinator and managed by the Head of Strategic Development.

**You can nominate your preferred role level when completing the YCIT Recruitment Google Form.**



# Key Tasks & Responsibilities

## YOUTH PROJECTS OFFICER SUMMARY POSITION DESCRIPTION

### SWC Projects Delivery:

*Projects refer to summits, expos, events, presentations, tours / excursions, capacity building, programs, workshops, and meetings (Collectively referred to as 'SWC Projects')*

#### **Demonstrated Experience: (working independently with minimal assistance from senior team members)**

- Support all aspects of planning, organising, developing, marketing, delivering, implementing and evaluating SWC Projects to lift the aspirations of young people and in accordance with funding requirements
- Compiling, administering, collating, recording, and reporting accurate SWC Projects attendance and evaluation forms in accordance with the funding agreements reviewed and approved by the Manager
- Project facilitation during SWC Projects, engaging with stakeholders across a range of interactive settings: classroom, workshops (indoor & outdoor), auditorium / stage, bus, various venues, webinar
- Research & development of engaging, informative and up to date information resources / documents
- Maintain resources / documents (minutes, flyers, lesson plans, manuals, evaluations, marketing videos / photos, booklets...plus many more) to achieve project milestones (in accordance to SWC Projects outcomes)
- Record videos and photography during SWC

Projects to promote the SWC brand and to support organisational / project outcomes

- Managing relationships with external partners to ensure smooth running of SWC Projects
- Undertake a full range of duties during SWC Projects including: preparing, packing / unpacking, cleaning, food catering servicing, delivering (couriering)
- Respond / follow up with inquiries and send confirmation / reminders (in-person, by email and phone)
- Make & take bookings (and generate quotes if required)
- Prepare logistics boxes of supplies before each project
- Sourcing of props and equipment required for SWC Projects

#### **Demonstrated experience in some areas: (assisted by a senior team member)**

- Contribute to SWC Projects development and stakeholder recruitment (in-person meetings/networking and telephone/online video calls)
- Developing social media content (newsfeeds, publications, newsletters, images), SWC branding and portfolio of successful concepts, projects designs, proposals and events

### General responsibilities:

#### **Demonstrated skills and experience:**

- Support all necessary general administration duties: including meeting agendas, minutes, filing, general reception / telephonist duties, storage of photos, photocopying, laminating, printing, collating data, downloading, creation of folders etc
- Document any processes that may improve / benefit organisational and project efficiencies or outcomes
- Utilising marketing strategies to contribute to business development and stakeholder recruitment (traditional and digital platforms/social media, in-person meetings/networking and telephone/online video calls)
- Utilises MS Office, design and database maintenance software to improve efficiencies / engage stakeholders competently (particular focus on Canva, Animoto, Word, Excel, PowerPoint, or equivalent software)
- Collating data to interpret information in a meaningful way to achieve outcomes (anecdotal evidence, surveys, student observations, booking / research quotes, content analysis, etc)
- Contribute to a team culture that is dedicated to engaging with young people and responding accordingly to the identified needs
- Communicating and liaising with internal & external stakeholders in-person, by email and phone
- Create file notes to document key discussion points to progress personal / professional development and SWC Projects milestones

# Key Tasks & Responsibilities

## YOUTH PROJECTS OFFICER SUMMARY POSITION DESCRIPTION

- Undertake any additional tasks / duties and contribute towards the success of the SWC Annual Thank You Evening
- Undertake additional tasks and other duties as requested by the Manager and deemed appropriate for this position
- Provide timely progress updates to the Manager and Senior Projects Coordinator to allow effective resolution of potential issues to enable the YCIT to achieve goals and objectives of SWC

# Key Skills, Attributes & Experience

## Required Skills and Experience:

- Strong Emotional Intelligence, interpersonal, written & verbal English language communication skills
- Engaging and impactful workshop and group facilitation skills to create required outcomes
- Demonstrates strong MS Office skills, computer skills, design software skills and database maintenance (particular focus on Canva, Animoto, Word, Excel, PowerPoint, Publisher)
- Demonstrates the use of design software to develop engaging visual image and video resources for relevant stakeholders (Canva and Animoto, or equivalent)
- Experience working with young people and facilitating group activities across a range of settings (class room, workshops both indoor and outdoor, auditorium, on a bus and at various venues during events / excursions)
- Demonstrated ability to plan, organise, adapt and execute successful Youth initiatives
- Confident public speaking, ability to develop and deliver persuasive and impactful presentations to a range of audience
- Experience in report writing and creating engaging materials and resources
- Understanding of workplace legislation including duty of care principles and Work Health and Safety

## Interpersonal skills:

- Well-developed written and oral English Language communication skills
- Ability to solve problems, influence and negotiate positive outcomes
- Motivated, self-starter with a professional and proactive approach to work
- Ability to gain co-operation and assistance from young people, their families and other employees
- Ability to resolve issues through discussion and team work and to gain the cooperation of team members, participants and stakeholders

## Risk management:

- Follow established safe working practices, procedures and instructions
- Take reasonable care for their own Work Health & Safety and that of their colleagues
- Seek assistance when unsure of practices and procedures to perform a task
- Report all incidents, accidents, injuries, near misses and potential risks as soon as practicable to their supervisor
- Actively participate and contribute to audits, team meetings and training
- Adhere to all FBEP (Fairfield Business Education Partnership Inc.) policies and procedures

# Key Skills, Attributes & Experience

## YOUTH PROJECTS OFFICER SUMMARY POSITION DESCRIPTION

### Qualifications and Essential experience:

- Tertiary qualification in a relevant field (Social Sciences, Youth Affairs, Youth work, Social Work, Human Services, Community Development, Events Management, Education) or working towards a qualification
- Experience in delivering and facilitating programs and activities for young people and their families
- Demonstrated experience in engaging with young people, families and the community
- Level 2 Workplace First Aid

### Desirable experience:

- A demonstrated understanding of Social and Emotional Learning concepts together with a genuine interest in improving the social, physical and mental well-being of young people is preferred (Relevant support training and development will be provided to the successful applicant)
- Demonstrated professional competence and commitment to the SWC values, initiatives and local young people to achieve the required outcomes

### Personal Competencies and Attributes:

- Ability to relate to clients and their families from diverse cultural and socio-economic backgrounds
- Self-motivated with flexibility, resilience and willingness to learn
- Ability to work independently and as part of a team and to show initiative with high energy levels
- Ability to work professionally across a range of disciplines
- High ethical standards in dealing with sensitive and confidential matters
- Well-developed interpersonal, written and oral English language communication skills
- Strong attention to detail and professional judgement
- Well organised, methodical and efficient approach to completing tasks
- Networking and relationship development skills
- Effectiveness in a constantly changing environment
- Have a flexible attitude to working hours, particularly in relation to attending before and after hours events
- Accepting direction as required and providing timely updates
- It is the responsibility of all staff members to assist with tidying, maintenance of machines and generally maintaining a clean and well-functioning office

### Additional Essential Requirements:

- This full time position is based at Bossley Park Community Centre. A requirement of this role is to travel to various locations including businesses and schools. Therefore you must have daily access to your own fully insured and reliable vehicle (Kilometre allowance payable)
- To be eligible for this role, you must have the right to live and work in Australia, complete a satisfactory Police Check and Working with Children Check along with a current Drivers Licence
- This role is 37.5 hour per week, 4 weeks Annual Leave per annum to be taken during the Christmas and New Year period
- This role involves working on projects delivered on site at Aged Care Facilities. They require all visitors to show proof of immunisation before entering their Aged Care Facility. SWC also interacts with thousands of students and teachers at expos, summits, workshops and excursions. To safely perform your role, you are required to have and provide proof of taking the Influenza and COVID-19 vaccines.

For additional information, [we are working from home during the evolving COVID-19 restrictions] please contact South West Connect on: (02) 9822 9370 | (select option 2 for the Youth Team)  
[www.swconnect.org.au](http://www.swconnect.org.au) | [info@swconnect.org.au](mailto:info@swconnect.org.au)  
 PO Box 68, Edensor Park NSW 2176 | Bossley Park Community Centre, 28 Belfield Rd Bossley Park NSW