

POSITION DESCRIPTION

POSITION TITLE:	Federation Youth Councilor
EMPLOYMENT TYPE:	Volunteer
DEPARTMENT:	Community and Economic Development
REPORTS TO:	Community Development Team Leader / Community Project and Events Officer
RELATIONSHIPS:	Federation Council staff and Councilors, other group members, young people in the community, peers and service providers and agencies.
VERSION CONTROL:	June 2020-Version 2

ABOUT FEDERATION COUNCIL

Federation Council is home to the thriving and diverse communities of Corowa, Howlong, Mulwala, Oaklands, Urana, Balldale, Boree Creek, Coreen, Daysdale, Lowesdale, Morundah, Rand, Rennie and Savernake.

Only three hours from Melbourne, four hours from Canberra and six hours from Sydney, the region boasts a great climate and vibrant atmosphere and is an ideal location for families, businesses and visitors to experience its exceptional lifestyle and opportunities.

Federation Council values our employees and the contribution they make to ensure the success and growth of our organisation. When you work for us, you can expect a challenging and rewarding work environment combined with excellent conditions including attractive salaries, hours, employee benefits and development opportunities.

ORGANISATIONAL VALUES

Embracing change

We will create our future by being innovative and encouraging new ideas, opportunities and better ways of doing things.

Quality outcomes

We will strive for excellence and to deliver value for money for the community.

Accountability

We will plan well and report on our progress. We will ensure fair and transparent decision making and take responsibility for our actions.

Collaboration

We support each other as a team and will engage closely with the community.

Customer focus

We will be responsive and accessible to the community. We will be open, respectful and truthful in our dealings.

POSITION SUMMARY

The Federation Youth Council are a group of young people aged 15-25 years who are passionate about youth and the Federation region.

The overall purpose of the Federation Youth Council is to provide

- A forum for young people to meet regularly to express their views on issues affecting young people in the Federation Council area.
- A youth perspective to Council in a structured and formal way in future planning decisions.
- Young people with the opportunity to actively participate in Local Government planning processes.

SPECIFIC RESPONSIBILITIES

Committee is convened to provide a forum for discussion and recommendation to Federation Council.

Committee Responsibilities

The specific responsibilities of a Federation Youth Councilor includes the following:

- Represent and advocate for young people in the community.
- Engage and listen to other young people in the community and bring their views to the committee for discussion.
- Help Council to identify issues of importance to young people in the Federation Council area and assist to develop strategies and plans to meet youth needs.
- Initiate projects to help address these issues.
- Respond to inquiries from the Council related to youth.
- Advise Council of effective ways to engage and communicate with young people.
- Create awareness and educate the wider community on youth related issues.
- Provide direction and make responsible decisions on behalf young people and the wider community.
- Represent youth at different events and activities such NSW Youth Week celebrations, Australia Day Awards, Council meetings and other youth forums.
- Assist Council to celebrate the NSW Youth Week.

Organisational

- Observe requirements of the WHS Legislation, relevant to the role and adhere to Federation Council Policies and Procedures regarding WHS.
- Observe appropriate Federation Council Policies and Procedures regarding day-to-day operations including Equal Opportunity, Dress Code, and Code of Conduct.
- Promote and deliver Councils Corporate Values of Excellence, Integrity, Accountability, Innovation, Responsiveness and Teamwork.

DUTIES

The specific duties of a Federation Youth Councillor is to:

- Prepare for, attend and participate in Federation Youth Council Ordinary Council Meetings and project management workshops.
- Contribute the time needed to understand the Federation Youth Council's business papers.
- To treat other Committee members will respect, take turns at speaking and listening, respect different views, and work towards developing good working relationships
- Represent young people at special meetings, events and functions as requested by the Federation Council or facilitator.
- To plan, organise and implement initiatives agreed upon by the Federation Youth Council and the Council Facilitator.
- Deliver a youth focused and driven initiative during their term in office.
- Work with the Council Facilitator and staff to plan and deliver a Youth Week initiative.
- Participate in youth focused reference groups and advisory committees.
- Provide timely feedback on documents provided for review.
- Provide reports to Council as requested.
- Abide by Council's Code of Conduct, Social Media Policy, Media Policy and all other Council policies.

KEY SKILLS AND QUALITIES

Federation Youth Councillors members are in general expected to:

- Demonstrate good communication skills.
- Have a strong network in the community, which enables you to bring other people's perspectives to the group, take information out to the community for discussion, identify opportunities for wider community engagement.
- Have the capacity to consult and represent a wide range of views.
- Ability to work with other people and in a team.
- Able to attend and participate in meetings.
- Provide a copy of or be prepared to undertake a police check and / or obtain a Working with Children Check prior to commencing.
- The most important attribute needed for this role is a keen interest in the needs and opportunities for youth in the Federation Council area.

PHYSICAL AND MENTAL REQUIREMENTS/ABILITIES

This position requires the incumbent to:

- Driving to venues / ability to be transported to venues for meetings / workshops or have the ability to be able to use a communication platform to join a virtual meeting.
- Sitting and standing during meetings / workshops.
- Manual dexterity – to record information.
- Speaking and hearing – for fruitful discussion.
- Reading – to review documents prepared as part of the Miki City Advisory Committee such as meeting agenda and minutes and council reports.
- Communication skills to interact with a diverse range of people.

SELECTION CRITERIA

Federation Youth Councillors must:

- Be aged between 15 and 25 years.
- Have parental / guardian consent if under 18 years old to participate in the Federation Youth Council.
- Reside in the Federation Council.
- Be available to attend monthly meetings and workshops.
- From time to time be available to attend focus groups, participate in youth focused events and activities.

ACCOUNTABILITY

Volunteers are accountable for personal compliance with the documented volunteer policy and procedures attached to this position description.

MEETING

The Federation Youth Council will meet monthly for discussion, activity planning and reflection. This may increase when specific youth driven and focused events or activities are planned.

REMUNERATION

The Federation Youth Councillors are volunteers, as such will not receive a wage.

Volunteers will be reimbursed for “approved” out-of-pocket expenses incurred during the course of their duties. Receipts should be kept and provided to the Facilitator / Supervisor for processing as soon as possible.

WORK HEALTH AND SAFETY

Volunteers are expected to:

- Comply with the provisions of the Work Health & Safety Act 2011 by taking all reasonable precautions to ensure the health and safety of self and others.
- Identify and report potential hazardous situations to Federation Council staff.
- Report as soon as practical to Federation Council any actual or near miss injuries and accidents.

DRESS CODE

Volunteers should maintain a high standard of presentation and should be appropriately dressed at all times. Please refer to Federation Council’s uniform policy.

VOLUNTEER TENURE

- The Federation Youth Council will be flexible concerning multiple non-attendances by members, acknowledging the health and support needs associated with active citizen participation.
- In the event of unsatisfactory performance as a volunteer Council retains the right to discontinue their service. Council's Code of Conduct, and related Council policies and procedures will determine this.
- Should a volunteer be terminated the volunteer will be advised by Council and provided a written explanation of the decision.
- A member may resign at any time, in the event that their circumstances change and they are no longer able to commit to attending and participating.
- Should a volunteer wish to resign they should submit a resignation letter or verbally express their need to resign to the Chairperson. The resignation is recorded in the minutes of the next meeting.
- Where vacancies occur, additional members can come from those who have previously gone through an expression of interest process or via a new expression of interest process undertaken.

DECLARATION

I have read and understand the Volunteer Position Description and agree to abide by these expectations:

NAME	
SIGNATURE	
DATE	