

	Position Title: Project Officer Youth Engagement		Team: Innovation / BSCI		Region: Central
	Supervisor: Senior Advisor Youth Engagement	Delegations and Authorities: In Line with Delegations Policy	Band: A	Date Completed: 14/09/2018	

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>The Berry Street Childhood Institute contributes to Berry Street's vision by collaboratively building and sharing knowledge, encouraging public dialogue and mobilising leadership.</p> <p>The Berry Street Childhood Institute (BSCI) is a Knowledge-to-Action centre for improving childhood which seeks to contribute to: increased understanding and awareness of what sustains a good childhood; and wider and more effective action directed at the amelioration of adverse childhood experiences.</p> <p>The BSCI believes young people have a key role to play in leading change to ensure more children have a good childhood in Australia. The Institute's commitment to youth engagement is driven by the Youth Engagement Team. The Project Officer plays a key support role within this team.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE ROLE
<p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<p>The Project Officer Youth Engagement's role is to support the Youth Engagement portfolio to:</p> <ul style="list-style-type: none"> • Provide leadership and support to the Y-Change team; • Support the development of Momentum, the social enterprise component of Y-Change; and • Support the promotion and facilitation of principles and practice of youth engagement within the organisation and across the sector.
	REPORTING RELATIONSHIPS
	<p>This role is based at our Richmond Office. It is part of the broader Berry Street Childhood Institute Team.</p> <p>This role reports to Senior Advisor Youth Engagement (SAYE) who will provide supervision and review. This role has no direct reports but supports, leads and works in conjunction with the Y-Change Lived Experience team.</p>

EXPECTATIONS	
<ul style="list-style-type: none"> • Conduct themselves in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together. • Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety. • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women. • Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. 	
KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE	
<ul style="list-style-type: none"> • Excellent written and oral communication skills (including public speaking, presentations and facilitation skills). • Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies. • Demonstrated commitment to youth engagement and respect for the experiential expertise of young people. • Demonstrated commitment to principles of social action, social change and systemic advocacy. • Demonstrated ability to learn and be guided by the expertise of young people with lived experience of disadvantage. • Proven ability to work inclusively and with respect for diversity. • Proven experience in facilitation and/or program development. • Personal qualities of creativity, flexibility and conscientiousness, and a demonstrated understanding of & adherence to the Values of Berry Street. 	
QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
<ul style="list-style-type: none"> • Diploma in social and/or youth-related fields or equivalent work/personal experience. • Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances. 	<ul style="list-style-type: none"> • Knowledge and experience in the use of digital and social media to engage young people. • Experience with advocacy, social action and/or activism. • Personal lived experience of accessing support and welfare services.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Provide leadership and support to the Y-Change team	<ul style="list-style-type: none"> • Work with SAYE to develop the Training & Preparation Schedule • Coordinate the logistics of the Training & Preparation phase including: <ul style="list-style-type: none"> ○ Participant availability and (subsequently) regular training days ○ Setting Facebook events for training sessions ○ Booking accommodation for regional participants ○ Booking catering ○ Supporting the SAYE with room set up and clean up • Attending training sessions • Facilitating and co-facilitating training, as agreed in advance • Providing task supervision to Y-Change team members as part of project work, where required • Updating team Facebook posts as/when required • Work with SAYE to develop, deliver and collate data collection for continuous Y-Change evaluation.
Support Momentum development	<p>Work with SAYE to:</p> <ul style="list-style-type: none"> • Coordinate the Y-Change team's engagement in Momentum contracts • Identify opportunities for contract work • Align the development of Momentum with the capabilities and development of the Y-Change team
Support the promotion and facilitation of principles and practice of youth engagement	<ul style="list-style-type: none"> • Advocate for youth engagement and participation as core components of good practice in internal and external forums, as appropriate • Work with the SAYE to define the parameters of emerging projects in the Youth Engagement space • Participate in project planning processes • Provide input regarding team capacity and project relevance • Support implementation as agreed during the planning process. This may include <ul style="list-style-type: none"> ○ Project oversight and coordination ○ Task supervision of the Y-Change team members involved • Regular reporting on project progress
Other	<ul style="list-style-type: none"> • Provide monthly reports and other reports, as required, to SAYE • Attend organisational meetings and other forums as appropriate. • Role model Berry Street's Values. • Other duties as directed

CONDITIONS OF EMPLOYMENT

1. This position is for 45.6 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*. There may be occasions when weekend or evening work is required. This position is fixed term until March 2020.
2. You will initially be employed at our Richmond Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The base salary for this position is SCHADS Level 4 Pay Point 1 (\$63,461.31) pro rata under the *Berry Street Victoria 2014-2017 Agreement*. The value of the salary can be increased through salary packaging.
5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identity and qualifications.
8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Occasional
	Work office hours with the possibility of extended hours.	Daily
	Work in an open plan office and on the telephone for extended periods of time.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
People Contact	Liaise with government, non-government and community organisations.	Occasional
	Work with clients who may have a physical or sensory disability.	Occasional
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Occasional
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Occasional
	Facilitate access to specialist, generic and community services.	Occasional
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
	Undertake intensive administrative tasks, which include computer work, report writing (e.g. financial reports), participating in meetings and concentrating for long periods of time	Daily
Transport	Use public transport to travel between location, sometimes long distances	Regular