

POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Cessnock Youth Centre & Outreach Service Co-ordinator		
Position Number:	193	Standard Position Hours:	35 Hours
Directorate:	Corporate and Community Services	Unit:	Community and Cultural Engagement
Salary Grade:	8	Award Band and Level:	Band 3 Level 1
Position Reports to:	Community and Cultural Engagement Manager		
Staff Management:	1 + Casual Staff		
Budget Responsibility:	\$216,050 (2015/16)		
Date Created:	1 April 2008	Date Last Reviewed:	1 March 2016
Version:	2	Document Number:	DOC2015/058616

ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 280 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of three Directorates:

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services.

ORGANISATIONAL CONTEXT OF POSITION

The Corporate and Community Services directorate manages services associated with the following functions within Cessnock City Council;

- Finance and Administration
- Information Technology
- Community and Cultural Engagement

The Community and Cultural Engagement Unit is responsible for the planning, development, delivery and operations of community and cultural services including libraries, youth services, cultural facilities, community information and community engagement activities.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 4.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

To plan, implement and evaluate a range of social, recreational and informal educational programs that foster the personal and social development of young people aged 12-20 years in the Cessnock Local Government Area.

KEY ACCOUNTABILITIES

1. Promote and enhance the professional image of CYCOS within Council and to the community by providing a high standard of programs and activities in a welcoming, inclusive and safe environment.
2. Lead, oversee and manage the development, delivery, monitoring and evaluation of a range of social, recreational and informal educational programs to meet the needs and expectations of young people.
3. Provide tailored support and information to young people who require or request it and refer to external agencies as determined.
4. Provide contemporary leadership to and supervision of staff and embed a client focused culture.
5. Manage the CYCOS facility as a well maintained, flexible, highly utilised centre in the community and maintain accurate records that comply with relevant policies, procedures and legislation.
6. Proactively review and manage the budget allocation for CYCOS and identify strategies to develop additional external sources of income for youth programs through sponsorship, donations, grant funding and other means.
7. Manage and deliver projects and programs to meet agreed outcomes and standards through ongoing consultation with young people, high schools, community service agencies and other stakeholders.
8. Provide high level strategic advice, and in collaboration with Community & Cultural Engagement Manager, develop and implement strategic planning processes and strategies for CYCOS.
9. Maintain awareness of current policies, legislation and issues; conduct research, and prepare reports as required, including different operating frameworks, to inform business decisions and identify and implement new and innovative opportunities.
10. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Tertiary qualifications in Youth Work, Welfare, Social Sciences or related discipline.
2. Sound knowledge and understanding of issues confronting young people.
3. Demonstrated ability to relate to and work with young people.
4. Minimum of 3 years' experience in planning, developing, delivering and evaluating social, recreational and informal educational programs for young people.
5. Demonstrated sound experience in a leadership role supervising staff, with the proven leadership skills and an ability to foster an environment based on teamwork and cooperation.
6. Demonstrated high level of interpersonal, written and verbal communications skills with the proven ability to communicate with a wide range of stakeholders, both internal and external, and build effective working relationships with people at all levels of the organisation.
7. Demonstrated sound financial management skills.
8. Demonstrated analytical, research and problem solving skills, including the ability to critically analyse issues and develop and implement appropriate solutions.
9. Demonstrated highly developed time management and organisational skills and the demonstrated ability to prioritise and manage multiple tasks and meet critical deadlines.
10. Demonstrated solid computer skills including sound knowledge and experience in the use of Microsoft Office, electronic document management and integrated computer management systems.
11. Current Class C driver's licence.
12. Holder of, or willingness and ability to obtain a First Aid Certificate within 12 months of commencement of employment.
13. Possession of a Paid Worker's current and valid Working with Children Check Number.

Highly Desirable

1. Demonstrated experience in the planning, management and delivery of events.

SIGNATURE

Employee

Full Name:

Signature:

Date: