

POSITION DESCRIPTION

Position Title	Youth Trainee
Position No.	T24
Position Status	Temporary Full-Time
Business Unit	Community Wellbeing
Division	Community and Culture
Classification	Trainee
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	November 2017
Approved By	General Manager Community and Culture

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

The Youth Trainee will assist with the administration, and in the delivery, of FReeZA and other youth focussed events and programs within the Wellington Shire.

ORGANISATIONAL RELATIONSHIPS

Reports to	Youth Liaison Coordinator
Supervises	Nil
Internal Liaisons	All Council staff
External Liaisons	FReeZA groups, Youth Council, groups and schools in the community to promote young people across Wellington.

DELEGATIONS/AUTHORISATION

This position has no delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Under the supervision of the Youth Liaison Coordinator and/or other members of the Community Wellbeing Team, the Youth Trainee is responsible for assistance in supporting FReeZA groups and Youth Council to put on safe, engaging and vibrant events.
- The freedom to act is regularly reviewed by consultation with and reporting to the Youth Liaison Coordinator.

Judgement and Decision Making

- Guidance and advice is always available within the Community Wellbeing team.

Specialist Knowledge and Skills

- Knowledge of issues affecting young people across Wellington.
- Certificate IV Community Services to be completed during term of traineeship.
- An interest in Graphic Design, Advertising or Marketing would be advantageous.
- Computer and communication/social media skills.

Management Skills

Time management, setting priorities, planning and organising own work

Interpersonal Skills

- Communication skills; with particular emphasis on verbal communication with FReeZA and Youth Council members, Community Wellbeing team and other young people across Wellington.
- Written communication skills – to prepare reports as required.
- Ability to work as a team member.

Qualifications and Experience

- General knowledge of computers and software applications.
- Current drivers licence.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Current drivers licence.
- Working with Children's Check
- A Certificate IV in Community Services.

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and Occupational Health and Safety requirements including task analyses (if applicable).

OPERATIONAL - RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work-related activities including documentation and administration as per the Council's records management policy and adherence to the written style guide.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

Duties would include, but not be limited to

- Understand and support FReeZA funding and the other services that Wellington Shire Council offers to young people across Wellington.
- Assist in maintaining and collecting data necessary to support delivery of youth events and programs and as part of reporting requirements
- Take minutes at meetings as required.
- Assist in maintaining Facebook and other social media pages
- To encourage and support other young people carrying out volunteer work in FReeZA and Youth Council.
- To support the Youth Liaison Coordinator in the day to day management and planning of youth engagement across the Shire.
- Ensure required study is completed in line with the institutions training plan, seeking advice and assistance when needed to achieve a completed qualification.
- Willingness to be flexible with time and work out of hours when necessary to support events.