



SHIRE OF
HARVEY

Team work

We are a united team who works together towards a common goal.

Integrity

We are empowered and accountable when making decisions.

Excellence

We are committed to an exceptional customer experience.

Leadership

We are adaptable and responsive in our leadership.

Respect

We are respectful of our history and work together to build our future.

Youth Trainee

Our vision

Together, towards an even better lifestyle.

1. Position details

Directorate:	Community and Lifestyle	Level: 1
Reports to:	Manager Community and Recreation	
Supervision of:	Nil	
Significant Working Relationships:	Community, business and agency Stakeholders Directorate team members Key internal stakeholders	

2. Position summary

With ongoing support from the Shire's Community Development Team, the Youth Trainee will review and implement key actions in the Voices of our Youth Strategy 2021-2026. The implementation of this strategy contributes to the vision of young people living in and visiting the Shire of Harvey are empowered and actively engaged in the community.

3. Community strategic objectives



4. Our values

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5. Key duties and responsibilities

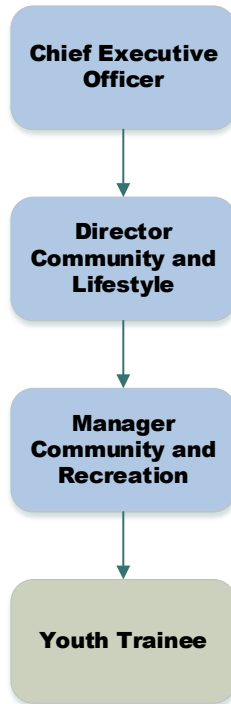
Key functions	Specific duties
Customer service	<ul style="list-style-type: none"> • Provide a friendly and welcoming point of contact for young people and ensure a high quality of customer service standards. • Accompany the Community Development Team and other Shire staff at regional forums, networks, and meetings as required.
Youth Strategy	<ul style="list-style-type: none"> • Review and implement the Voices of our Youth Strategy 2021-2026 in line with the Youth Engagement Policy and Council's strategic objectives. • Lead on the design, develop and implementation of the annual Youthchella event • Provide youth specific guidance on the development and implementation of community projects, events and strategies. • Develop promotional materials to promote projects, events and strategies through the use of design software. • Provide leadership and promote opportunities for youth in the shire to participate in a broad range of projects, events and strategies. • Administer and Chair the Youth Collective (Youth Advisory Council). • Represent the Youth Collective on the Youth Taskforce. • Administer the youth volunteering processes and promote the benefits. • Research and write funding applications and acquittals for identified projects.
Youth facilities	<ul style="list-style-type: none"> • Provide guidance to identify and address the development of facilities and other infrastructure specific to meeting the needs of young people in the shire in order to address capacity building and social infrastructure needs.
Community engagement	<ul style="list-style-type: none"> • Participate in community and stakeholder engagement and consultation requirements to meet objectives in the youth strategy.

	<ul style="list-style-type: none"> • Represent and advocate for youth in the shire as required. • Develop and maintain positive working relationships with internal and external stakeholders. • Assist with providing key messaging and information to support the community. • In accordance with Shire guidelines monitor the youth social media portals.
General	<ul style="list-style-type: none"> • Create and maintain a Youth Trainee Manual. • Prepare agendas, take minutes at Shire meetings and events as required. • Complete financial management functions in accordance with the Shire's procurement processes. • Undergo training and mentoring to build awareness of youth specific community development practices and knowledge as required. • Complete a Certificate II or III in an area that is relevant to Community Development or Business.
Other	<ul style="list-style-type: none"> • Reasonable duties commensurate with classification level. • National Crime Check. • Working with Children Check. • Current "C" Class Drivers License.
Organisational	<ul style="list-style-type: none"> • Work in accordance with the Shire's Work Health and Safety and risk management principles. • Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles. • Create and capture records of work activities in line with policies and procedures. • Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development, and participate in annual performance appraisal. • Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time. • Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6. Extent of authority

Position operates under the general direction of the Manager Community and Recreation and the Director Community and Lifestyle within established guidelines, procedures and policies of Council.

7. Your team



8. Position selection criteria

Essential

1. Progression towards successful completion of Year 12 at a high school located within the Shire of Harvey, and with the intent to enter tertiary/TAFE studies after completion of traineeship.
2. Demonstrated interest in community development and social issues with particular reference to youth.
3. General knowledge of the local places and issues within the Shire of Harvey.
4. Demonstrated written and verbal communication skills.
5. Availability to work flexible hours, including weekends.
6. Reside within the Shire of Harvey.

Desirable

1. Knowledge of Council's functions.
2. Ability to research and develop grant submissions and/or fundraising.
3. Participation in volunteering and/or community groups.