

Position Description

Position title:	Youth Engagement Officer
Position number:	1224
Group:	Community and Culture
Reports to position title:	Team Leader Youth Services
Number of direct reports:	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> 1 - 3 <input type="checkbox"/> 4 - 6 <input type="checkbox"/> 7 - 9 <input type="checkbox"/> 10 +
Range or classification:	Pay point 13 - 18
Approved:	20 August 2025

About Youth Services

The Youth Services team supports young people's engagement and participation in city life by delivering high-quality programs in both community and school settings. The role involves identifying the needs of young people and developing appropriate strategies to address them, while ensuring services reflect the city's cultural diversity through information, advocacy, referral, and outreach initiatives. It also includes developing effective youth participation mechanisms, maintaining partnerships that support youth retention and improved outcomes, and contributing to the implementation of the council's Youth Plan.

Duties and Responsibilities

This role works with young people and stakeholders to boost youth participation and engagement across the City of Clarence. This involves building strong partnerships with service providers and others to improve youth programs, opportunities, and wellbeing. The focus is on delivering Youth Services through site-based and outreach initiatives, with flexibility to adapt activities to meet organisational and program needs. The incumbent will be expected to work weekdays, and on occasions nights and weekends.

- Under direction, plan and deliver activities and programs that respond to identified needs and engage young people, following a harm minimisation framework.
- Develop and maintain effective working relationships with schools, neighbourhood houses, relevant agencies, and stakeholders, in support of youth at risk.
- Assist young people to connect with specialist services, either within the school environment or externally, under the direction of the Health and Wellbeing Officer and/or the Team Leader Youth Services.
- Consult with children and young people to identify barriers, emerging issues, service gaps and opportunities for action.
- Facilitate or co-facilitate outcome-based programs, including school-based initiatives.
- Promote safe space practices, encourage positive conversation, and guide young people to appropriate support.
- Foster youth involvement in community spaces, events, and initiatives to promote a positive youth image.
- Support Youth Network Advisory Group meetings and initiatives.
- Stay informed on key youth issues, such as alcohol and other drugs, mental health, justice and food insecurity.
- Identify funding opportunities and assist with grant submissions for youth projects and initiatives.
- Assist in the further development of the council's Youth Participation Framework.
- Maintain accurate service delivery records and reporting that is consistent with council procedures, ensuring data, forms, reports and necessary documentation are accurate and submitted within established timelines.
- Support other Youth Services programs and participate in staff training as required.
- Maintain up-to-date knowledge of, and adherence to, mandatory reporting and reportable conduct procedures, in alignment with the City of Clarence's Safeguarding Children and Youth Policy and other applicable legislation
- Develop and maintain clear, relevant promotional materials for young people.

In addition to the above, a worker may also be directed to carry out duties and tasks as are within the limits of the worker's skill, competence and training.

Selection Criteria

Essential

1. Certificate IV in a relevant discipline (e.g., Youth Work or Community Service) or significant relevant experience.
2. Current full driver's licence and First Aid Certificate.
3. Demonstrated knowledge and understanding of:
 - Current youth issues and best practice principles for working with young people.
 - Legislation relevant to engaging with children and youth, including Children, Young Persons and Their Families Act 1997 (Tas), Child Protection Act 1999 (Tas) and Child and Youth Safe Organisations Act 2023(Tas).
 - The structure and operations of the Department for Education, Children and Young People (DECYP)
 - Youth consultation and participation processes, as well as restorative justice and social inclusion principles.
 - Relevant youth programs, services and funding opportunities.
4. Demonstrated experience in program and group activity development, delivery and evaluation utilising social inclusion strategies, as well as guiding and role modelling appropriate behaviour.
5. Ability to work constructively with stakeholders to provide support structures, supported by well-developed communication and conflict resolution skills.
6. Ability to work autonomously or in a team, using initiative and problem-solving strategies to achieve a positive outcome.
7. Demonstrated organisational time management skills including the ability to work within budget targets, collect and collate data, and prepare reports.
8. Sound knowledge of risk assessments, health and safety practices.

Authority and Delegations

The officer is to perform all duties in an authorised manner and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with any applicable appointment, authorisation or delegation provided by the Chief Executive Officer.

- There are no Delegations or Powers of entries that apply to this position.

Pre-Employment Requirements

Child and Youth Safety

Council is committed to the safety and wellbeing of children and youth while enabling their participation as a valued member of our community.

We have zero tolerance to child or youth abuse or harm. You are obligated to prioritise the safety of children and youth you interact with in the performance of your role and to report conduct of concern. For further information, please refer to our Safeguarding Children and Youth Policy and Code of Conduct available on our website, and the *Registration to Work with Vulnerable People Act (Tas) 2013*.

- A Registration to Work with Vulnerable People (Tas.) is required.

National Police Check

- A current National Police Check is required for this position to assess the suitability of the preferred candidate. Appointment to the role is subject to the results of the check, and candidates whose history is deemed unsuitable will not be offered employment.