

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:	☒ Nil ☐ 1 - 3 ☐ 4 - 6 ☐ 7 - 9 ☐ 10 +
Range or classification:	Pay point 13 - 18
Approved:	July 2026

About the Group

The Community and Culture Group plays a key role in supporting the wellbeing, inclusion and connection of the Clarence community, delivering a range of services and programs that support children, young people, families and the broader community, working collaboratively to create safe, welcoming and vibrant places for people to learn, grow and belong.

The Group oversees a diverse portfolio including City Culture, Community Development, Community Volunteer Services, Children's Services (Early Learning, Outside School Hours Care and Family Day Care), and Youth Services.

Key Responsibilities

- Support the planning and delivery of engaging, needs-based activities and programs for young people through trauma-informed practice.
- Refer young people and their support networks to appropriate support and specialist services.
- Develop and maintain effective working relationships with schools, neighbourhood houses, relevant agencies, and stakeholders, in support of young people.
- Consult with children and young people to identify barriers, emerging issues, service gaps and opportunities for action.

- Maintain accurate and timely service delivery records and reporting using Council's record management system.
- Complete assigned work in line with procedures and instructions.
- Use Council resources responsibly and efficiently ensuring they are applied appropriately, safeguarded against misuse, and used in accordance with Council policies and requirements.
- Comply with legislation and organisational policies, standards procedures to support safe, consistent and effective work practices.
- Follow safe work practices and proactively report hazards and incidents.
- Deliver services efficiently while maintaining professional, courteous and customer-focused interactions that support positive experiences and organisational standards.
- Maintain required role capability by proactively developing skills and knowledge, working collaboratively with others to support team effectiveness, contributing to improvement initiatives and adapting positively to change and ways of working.
- Carry out other duties appropriate to skills and training.

Selection Criteria

Essential

1. Certificate IV in a relevant discipline (e.g., Youth Work or Community Service) or significant relevant experience.
2. The incumbent must have and maintain the inherent requirements of this role (current full driver's Tasmanian licence and First Aid Certificate).
3. Demonstrated knowledge and understanding of:
 - 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).
 - Relevant youth programs, services and funding opportunities.
4. Demonstrated experience in program and group activity development, delivery and evaluation.
5. Able to work autonomously or in a team with internal and external stakeholders
6. Demonstrated time management skills including the ability to work within budget targets, collect and collate data, and prepare reports using Microsoft office suite and data bases.
7. Able to communicate clearly and respectfully using both verbal and nonverbal cues.

8. Able to maintain professional boundaries that support a safe and effective service for young people and their support networks.

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.