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Y BALLARAT ROLE OVERVIEW

Position Title:	Youth Advisory Member
Reports To:	Youth Impact Facilitator
Department:	Youth
Employment Status:	Volunteer
Hours involved:	One Monthly Meeting [2 hours] and availability for community events or workshops/training/programs
Document Version:	June 2022

ABOUT THE Y

Y Ballarat believes in the power of inspired young people and we strive to support young people from all walks of life to make change. We provide **safe, inclusive, and accessible** spaces for ALL young people aged 12-25 aged and aim to empower young people to create healthy and active communities.

Y Ballarat celebrate **diversity, inclusivity** and **equality**; and **do not** tolerate any forms of discrimination.

We acknowledge Aboriginal and Torres Strait Islander Peoples as the Traditional Custodians of Australia, and acknowledge that sovereignty was never ceded. We pay our respects to the Wadawurrung people and their ancestors who have been custodians of the Ballarat area on which we live, and to all Elders past, present and emerging.

ABOUT YOUR ROLE

The Y Ballarat believe in the power of inspired young people. We want young people to tell us *what* they want and *how* we can support them to achieve this! As a member of our volunteer Youth Advisory Group (YAG) you will be given a platform to share your voice as a young person living, working or studying in Ballarat, and advocate for topics that matter to YOU!

You will be the youth face of the Y Ballarat, run and attend events, advise and consult with the Y Ballarat to effectively engage young people, make real and lasting change for local young people, and most importantly have fun!

RELEVANT SKILLS AND EXPERIENCE

- Be passionate about amplifying the voices of local young people
- Share your life experiences, ideas and learning around issues impacting young people
- Step out of your comfort zone, meet new people and learn valuable life and real-world skills
- Be respectful, accepting, non-judgmental and supportive

These are more requirements than a skill or experience

- 15-25 years old
- Live, work or study in the Ballarat area
- Attend at least 1-2 meetings a month and other one-off community events
- Have access to smart phone or computer and internet access

ROLE RESPONSIBILITIES

- Identify the big issues facing young people in the Ballarat areas AND choose how YAG and Y Ballarat should tackle these issues
- Guide the Y Ballarat to successfully support and empower young people to achieve their goals
- Be respectful, kind and considerate towards all members and Y people
- Complete Safeguarding training run by the Y Ballarat (as a group over multiple meetings)
- Actively engage in group conversations and share your thoughts and experiences in a safe and respectful way
- Develop and contribute to social media for Y Ballarat Youth and the YAG
- Help create design and marketing material for Y Ballarat Youth programs
- Coordinate fun and inclusive community events, projects, and activities for young people
- Make the Y Ballarat office accessible to young people from ALL walks of life

NOTE: Please read important information below.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

- Declare anything you become aware of through the course of your engagement with Y which a reasonable person would consider could impede your suitability to have contact with children and young people.
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct.
- Update your details whenever these changes, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws.
- Report any suspicions, concerns, allegations, or disclosures of alleged child abuse/ neglect in line with procedures.
- Participate in required safeguarding children and young people training as directed

ORGANISATION RESPONSIBILITIES

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures.
- Understand and work under the guidelines of the Y's Safeguarding Children and Young People policy and Code of Conduct.
- Work in a cooperative manner with the Y Ballarat ensuring open communication on all issues pertaining to volunteering, management of the Youth Advisory Group, program content, and notification of serious incidents and regulatory requirements.

HEALTH, SAFETY AND ENVIRONMENT

- Promote a positive safety culture by contributing to health and safety consultation and communication, and through active participation in the reporting of hazards, incidents and near misses.
- Take reasonable care for your own health and safety, and for the health and safety of others.
- Cooperate with the Y by adhering to the organisations various policies, procedures, work practices and standard operating procedures.
- Cooperate with the Y regarding caring for the environment, by acting in a sustainable way and minimising Y's environmental impact by adhering to organisations policies, procedures and work practices.

MANAGEMENT AND OCCUPATIONAL HEALTH & SAFETY

All volunteers are required to carry out their duties in a manner that does not impact their own health and safety and that of others by reporting all incidents and injuries as well as co-operating

with any measures introduced into the workplace to improve OH&S. You are also expected to take responsibility to ensure the health, safety and well-being of self, colleagues and clients. Volunteers must report near misses and incidents promptly, participate in occupational health and safety activities and observe any lawful instructions regarding health and safety.

To enable the Y to meet its obligations for providing a healthy and safe working environment for you, you must inform the Manager of any issues that may impact your ability to safely perform your role.

CONDITIONS OF ENGAGEMENT

- Y Ballarat strongly supports Equal Opportunity and Access to Services, and requires all volunteers and staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation
- All volunteers are required to obtain and maintain a valid Volunteer Working With Children Check.
- Commencement is subject to the outcome of this check.
- Prior to being appointed to a volunteer role full disclosure is required of any pre-existing injury or disease that might be affected by volunteer tasks

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