

YMCA POSITION DESCRIPTION – QUEENSLAND YOUTH PARLIAMENT COORDINATOR

Position Title	Queensland Youth Parliament Coordinator		
Group	Youth Programs		
Modern Award / Agreement	Social, Community, Home Care and Disability Services Industry Award		
Classification Level	Level 3.1 – Level 3.4		
Position Status	Fixed-term, Part-time	Child Facing Role	Blue Card Required
		✓	✓
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check Working with Children Check (Blue Card)		
Reports to	Group Manager, Operations or other person who may, from time to time, be nominated		
Supervises	Volunteer Youth Parliament Executive team		

Industry Sector

The Queensland Youth Parliament (QYP) is a unique opportunity for youth to create real change in Queensland. Youth Members are the voice of young people in their electorates, advising politicians and decision-makers across the State. Beyond bridging the gap between legislators and youth in Queensland, QYP also provides an outstanding opportunity for personal and professional development, be that in leadership skills, civic engagement, public speaking ability or the lifelong friendships forged throughout the transformative experience.

Position Summary

The primary focus of this position is to deliver a professional, safe and empowering Youth Parliament program. The Coordinator has responsibility for the selection, induction, training and leadership of the volunteer executive team who are charged with the delivery of the program. The coordinator will also undertake all planning, administrative and event management tasks relevant to the program, including liaising with all stakeholders to ensure the program meets the required outcomes.

Duties and Responsibilities

1. Program Administration and Planning

- 1.1 Develop and maintain a clear understanding of all agreements related to the program including but not limited to the Youth Parliament Service agreement and Memorandum of Understanding;
- 1.2 Prepare and document event management plans including schedules, protocol forms, run sheets, activities, programs and all key tasks for the conduct of Forum and Residential programs;
- 1.3 Ensure the program is meeting the YMCA mission and vision, along with the program's strategic objectives;
- 1.4 Ensure the program continues to meet the requirements of the Human Services Quality Framework;
- 1.5 Ensure the correct, timely and accurate records of youth member applications, attendance, payments, community engagement, logistical and medical details;
- 1.6 Process and maintain records of all program related financial transactions;
- 1.7 Maintain a filing system which clearly documents all correspondence, procedures/processes related to the conduct of the Youth Parliament;
- 1.8 Maintain confidentiality of all soft and hard copy information, records and files in respect to the YMCA, youth members and stakeholders as per policy and procedures;
- 1.9 Maintain the Youth Parliament website and social media pages, in accordance with the YMCA's Social Media Policy, to ensure currency and appropriateness of content and images.

2. Lead Volunteer Executive Team

- 2.1 Select, induct and oversee compliance by the Youth Parliament Executive of all YMCA training, policies, procedures and risk management systems;
- 2.2 Provide mentoring, support, training and leadership to the Youth Parliament Executive;



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- 2.3 Conduct and document regular meetings to help monitor all Executive and Youth Member activities and progress;
- 2.1 Ensure Youth Member engagement and satisfaction levels.

3. Stakeholder Relationships and Promotion of Services

- 3.1 Support Youth Members in their nomination, preparation and participation in Youth Parliament;
- 3.2 Contribute to the growth of the program through maintaining excellent professional relationships with all stakeholders to facilitate the achievement of program outcomes for all parties;
- 3.3 Respond efficiently to enquiries and requests from Government representatives and members of the public regarding Youth Parliament activities;
- 3.4 Handle complaints in a timely and professional manner by following YMCA policy and procedures, and escalating to management when required;
- 3.5 Develop and deliver appropriate leadership, mentoring and training programs for the YMCA Youth Parliament Executive;
- 3.6 Establish liaison mechanisms between State, Regional and Local Government Departments, youth sector agencies and other young people's representatives groups;
- 3.7 Maintain accurate and relevant databases of Youth Parliament Alumni and keep Alumni informed of Youth Parliament progress and other YMCA youth opportunities;
- 3.8 Maintain a professional image at all times and represent the YMCA appropriately at all events and functions;
- 3.9 Support the promotion of other YMCA youth programs and activities.

4. Program Funding

- 4.1 Work within the agreed Youth Parliament program budget;
- 4.2 Prepare submissions for core and supporting funding for the delivery of Youth Parliament, including private sector sponsorship;
- 4.3 Source additional funding opportunities for the Youth Parliament including grants and fundraising activities;
- 4.4 Provide a monthly activity report to your manager on Youth Parliament initiatives including outcomes achieved, executive team performance, Youth Member retention, financials and any areas of concern;
- 4.5 Manage program finances and provide monthly banking journals to the YMCA accounts team.

5. Program Reports and Evaluation

- 5.1 Conduct scheduled surveys of participants and executive and identify key areas for improvement;
- 5.2 Review annual survey outcomes and make recommendations for improvement for future programs;
- 5.3 Complete scheduled reports for the Department of Child Safety, Women and Youth and YMCA, including the annual program report, in line with funding agreement requirements;
- 5.4 Meet with Office for Youth staff regularly to monitor program objectives.

Safeguarding Children

6. SAFEGUARDING CHILDREN REQUIREMENTS

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

Child-Facing Roles

- 6.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;
- 6.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;
- 6.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 6.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;
- 6.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 6.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 6.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 6.8 Participate in safeguarding children and young people training as directed;

Non-Child-Facing Roles

- 6.9 Participate in safeguarding children and young people training as directed
- 6.10 Use standardised methods for receiving and responding to feedback and complaints from children, young people



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and their families;

- 6.11 Any new program initiatives are to include consultation with children and young people, using standardised practices and resources;
- 6.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 6.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 6.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

General

7. GENERAL REQUIREMENTS

- 7.1 Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- 7.2 Comply with all Policies and procedures
- 7.3 Maintain confidentiality of all YMCA information, records and files;
- 7.4 Complete the YMCA Induction and other required training as required by organisational policy and procedures;
- 7.5 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 7.6 Any other duties as determined by the Chief Executive Officer as required.

Health and Safety

8. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 8.1 Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation; Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 8.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 8.4 Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures;
- 8.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 8.6 Properly use equipment, including any relevant safety equipment or devices;
- 8.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 8.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 8.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 8.10 Make suggestions for improvements to health and safety practices within the workplace;
- 8.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 8.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

Key Physical Requirements

- 1. Walking / standing – Occasional
- 2. Sitting – Constant
- 3. Squatting/ bending/kneeling – Occasional
- 4. Working outdoors – Occasional
- 5. Fine motor skills (keying, typing) – Constant
- 6. Gross motor skills (setting up, packing up) – Occasional
- 7. Lifting/carrying up to 10kg – Occasional

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Position Requirements / Selection Criteria

Essential:

- 1. Demonstrated event management skills and experience;
- 2. A clear understanding of the Queensland Governments Youth Strategy;
- 3. Extensive knowledge of Government and Parliamentary systems and processes;
- 4. Current open driver's license and willingness to travel;
- 5. Strong leadership skills including the ability to positively influence a range of stakeholders;



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6. Strong communication and interpersonal skills including the ability to communicate effectively with a range of stakeholders;
7. The ability to organise, multitask and prioritise work effectively;
8. Currently possess a First Aid and CPR certificate;
9. Currently possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
10. Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training.

Desirable:

1. Completion of the Queensland Youth Parliament program as a participant will be highly regarded.

Approval

Date Position Description Revised:	September 2020
Position Description approved by:	Chief Executive Officer
Date of Approval:	

