



## POSITION DESCRIPTION

### Weave Woolloomooloo Community Hub Youth Engagement Worker (12 month fixed term contract)

<b>Position title</b>	Youth Engagement Worker
<b>Reports to</b>	Weave Woolloomooloo Community Hub Manager
<b>Program</b>	Weave Community Hub Targeted Early Intervention (TEI)
<b>Responsible for</b>	In consultation with the Hub Manager and the local community, this role is responsible for developing and implementing creative and innovative youth led projects, events and groups that meet the needs of young people and build the capacity and cohesion of the Woolloomooloo, Kings Cross, Darlinghurst community and surrounding areas. This role is key in developing and facilitating a strong focus on youth participation.
<b>Supervises</b>	Volunteers (across all age ranges), youth advocates
<b>Location</b>	Weave Community Hub 49 McElhone Street, Woolloomooloo
<b>Hours</b>	Part time (4 days per week/28 hours per week)
<b>Status</b>	Fixed Term 12 month part time with potential for extension: All positions are subject to a 6 month probation period
<b>Award</b>	Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS)
<b>Grade</b>	SCHCADS SACS Level 4 Paypoint 1-4 depending on qualifications and experience. Weave hourly rates are above the SCHCADS rates. The current Weave hourly rates for Level 4 Paypoint 1-4 are \$40.76-\$43.85 exclusive of superannuation and annual leave loading
<b>Benefits</b>	Superannuation @ 10% and leave loading @17.5% plus generous wage packaging/salary sacrifice available

## **SUMMARY OF THE POSITION:**

The Weave Community Hub is a vibrant youth and family centre located on Gadigal country in the heart of Woolloomooloo. The Hub is a welcoming and safe space for young community members and young families from the area and surrounding suburbs.

Responsibilities include but are not limited to; co-designing and implementing youth led projects, groups and events that meet the needs of young people and young families in the area. A key part of this role is to develop and expand opportunities for youth participation and help build young people's skills and capacity. Develop project ideas and all aspects of project plans including consultation, development, implementation, project management and evaluation. You will be required to comply with budgets, seek funding opportunities, consult with young people, assist with volunteers, recruit people to participate, collect and record data and comply with required reporting. You will be required to assist and participate in the development and implementation of key Woolloomooloo events.

Building service capacity in the following areas:

- Youth participation and engagement and showcasing local young people's talent and capability in the wider community
- Partnering with other NGO and Government providers
- Documentation of programs and service delivery

Another large aspect of the role is being actively engaged in events and activities outside the Hub, these include, facilitating and taking part in community and cultural events such as NAIDOC Week, Youth week, Harmony Day and more. It is important to note that some of these events occur outside of normal work hours, for example, after 5:00pm or on a weekend. The Youth Engagement Worker must be able to be flexible in their working hours and be able to work occasionally on a weekend.

Collaborating with local services on community projects and attending regular interagency service meetings to continue to strengthen the partnerships that exist with local services is also vital.

## **KEY RESPONSIBILITIES:**

- Create a warm, welcoming Community Hub space that resources the local young people and young families
- Maintain neutrality in the face of community politics and disputes
- Work from a strengths based approach and work with the community to identify community strengths, hopes, vision and connections and walk alongside Aboriginal people and communities in their fight for self-determination
- Develop, implement and manage project plans and briefs
- Support and consult with local young people and engage participants in groups, events and projects
- Develop written communication materials for groups, projects and events
- Evaluate groups, projects and events and provide reports on outcomes; comply with reporting requirements to funding bodies
- Consult with the TEI casework team about ideas, opportunities and trends
- Facilitate focus groups and community consultations to ensure we are responding appropriately to the issues that young people and the community identify as important
- Assist in ensuring that Weave is responding optimally to issues in the community such as methamphetamine use, chroming, bullying and suicide
- Assist with strategic planning for the TEI Program and Weave in general
- Attend regular supervision and Team Meetings with the Community Hub Manager
- Engage with key people in the community to promote the TEI Program and Weave at large to the wider community
- Undertake other related duties as agreed with the Community Hub Manager
- In consultation with the community, facilitate community and cultural events, groups and projects
- Collaborate with the wider Weave and other local services on community led projects and events
- Attend regular networking meetings with local services
- Contribute to the enhancement of community participation structures and processes across Weave
- Undertake thorough planning, evaluation and reporting processes for activities and events
- Seek funding opportunities for groups, projects and events when required
- Keep up to date records of attendance and complete data entry
- Maintain client data and statistics and assist with reporting to funding bodies
- Undertake other related duties as agreed with the Weave Community Hub Manager

## **GENERAL RESPONSIBILITIES OF ALL WEAVE STAFF:**

- Work as part of the wider Weave team displaying effective team membership and upholding the Weave values at all times
- Participate in Weave staff meetings, retreats, planning days, training and performance appraisals as required
- Perform all duties in accordance with the Weave Code of Conduct and Weave policies and procedures
- Maintain a commitment to EEO policy and WHS safety standards, ethical practice principles and a commitment to the principles of cultural diversity.
- Take responsibility to ensure Weave is a warm, inviting and hospitable environment for everyone to enjoy; treat people like you would if they were guests in your home
- Notice when things are untidy and proactively clean up as needed
- Make sure all visitors to the centre are welcomed and looked after including offering cups of tea, coffee, water etc. and that they get the assistance they came for, or at least information and referral if Weave cannot assist directly
- Hospitality is a shared responsibility of the whole of the Weave team and is included in the Position Descriptions of all staff
- Support and maintain a healthy, inclusive, positive Weave culture and embody the Weave values
- Expectations of workers roles can change according to the needs of the community and available resources

## **SELECTION CRITERIA:**

1. Tertiary qualifications in Community Development, Social Work or other relevant Human Services discipline
2. Understanding of trauma informed, strengths based and person centred practices
3. A good understanding of mental health and alcohol and other drug issues
4. Understanding of the systemic disadvantage faced by Aboriginal people and the importance of supporting Aboriginal communities in their fight for self-determination
5. Strong and adaptable verbal and written communication skills, and the ability to present program information to a range of audiences

6. Strong relationship management skills that showcase the ability to build strong networks and relationships - both internally and externally
7. Demonstrated skills in facilitating projects, events and groups
8. Diplomacy skills and ability to navigate complex community dynamics
9. A commitment to social justice
10. Common sense and an excellent sense of humour
11. Current NSW Class C driver's licence
12. NSW Working with Children Clearance
13. NSW Police Check (If we interview you and shortlist you for the role, we will require you to complete a criminal record check. Having a criminal record does not necessarily exclude you from applying for the role)

**Desired criteria:**

- Knowledge of the Woolloomooloo, Kings Cross, Darlinghurst area and the complex issues faced by these communities