

Gippsland Youth Spaces - connecting youth aged 12-25 with peers, community, education, employment, and brighter futures.

Youth-led, adult guided.

"nothing about us, without us"

OPPORTUNITY AWAITS!
APPLY NOW

Team Leader

Gippsland Youth Spaces Inc.

Job Type:	Fixed Term - Up to 2 years Part-Time (0.8) or Full Time - Negotiable
Hours of Work:	9.30 AM - 5.30 PM Monday to Friday Occasional out-of-hours work, rotating on-call phone availability
Reports to:	Executive Officer, Gippsland Youth Spaces Inc.
Conditions:	SCHADS Award Level 4 + 12% Superannuation, 17.5% Leave Loading, Generous Salary Packaging (PBI)
Location:	Morwell base (majority of time physically present), with travel across Gippsland as required

The Position

The Team Leader is responsible for leading the local youth delivery team, ensuring high-quality youth programs and engagement, and supporting young people across Gippsland. The role at our Morwell head office with travel to other Gippsland sites as required, and combines operational leadership, program delivery, and frontline support, ensuring child safety, compliance, and a youth-centred approach.

About Gippsland Youth Spaces

GYS Inc. is an incorporated association and registered charity (PBI) operating across Latrobe City, and wider Gippsland. With a central base in Morwell and a mobile delivery model, we work with young people, partner organisations, and communities to design and deliver programs that strengthen youth voice, connection, and opportunity.

Our governance model is **youth-led**: young people actively participate on the Board and subcommittees, shaping services and holding decision-making roles.

We are guided by the Collective Impact Model – “**nothing about us, without us**” – and are committed to cultural safety, inclusion, and respect for all young people.

Partner Organisations Include: Baw Baw Latrobe LLEN, Berry Street, Headspace, Gippsland CASA, Lifeline Gippsland, Relationships Australia, Local Councils, and more.

Key Responsibilities

Youth Engagement & Program Delivery

- Lead local delivery teams to deliver youth programs that empower, connect, and support young people.
- Provide hands-on support to the team as appropriate, to ensure successful, safe, effective delivery of programs and activities (such as assisting with safe food preparation for our meals program)
- Provide direct support to young people, including information, referrals, and advocacy.
- Assist the delivery team in responding to youth crisis situations.
- Implement behaviour management plans in line with GYS Code of Conduct.
- Coordinate outreach and on-site activities, including events, workshops, and excursions.

Team Leadership & Development

- Supervise, coach, and mentor staff, volunteers, and student placements.
- Oversee rosters, timesheets, leave requests, and budget adherence for local teams.
- Build team capability and foster a positive, inclusive workplace culture.

Compliance & Child Safety

- Maintain compliance with Victorian Child Safe Standards and relevant legislation.
- Report suspected or reported child abuse or neglect in accordance with policy.
- Ensure adherence to GYS policies, procedures, and Code of Conduct.
- Assist in safety and quality risk assessments, OHS compliance, and reporting.

Community & Stakeholder Engagement

- Build and maintain strong networks with local support services and stakeholders.
- Coordinate partnerships, sponsorships, and donations through stakeholder engagement events.
- Represent GYS professionally at community and partner meetings.

Operations & Administration

- Maintain records and data management, including permissions, intake forms, surveys, and case notes.
- Assist in Youth Programs Committee meetings and reporting, as well as facilitated excursions (which may fall outside of normal operating hours and involve travel).
- Monitor service trends, identify gaps, and support program development from concept to evaluation.

Health, Safety and Wellbeing

- The position primarily operates within a standard office environment.
- Work involves predominantly sedentary tasks with occasional standing, walking (including upstairs) and light lifting duties (20kg).
- Food safety - Appropriate experience, skill (and qualification) to ensure food handling safety standards are stringently adhered to.
- Frequent use of standard office equipment, including computers and digital tools for reporting, communications, and system administration.
- Independent travel will be required to attend meetings, events, and mobile sites within Gippsland and beyond.
- All employees are expected to:
 - Use ergonomic practices and equipment appropriately.

- Take regular breaks to manage fatigue and maintain focus.
- Promptly report health, safety or wellbeing concerns, including psychosocial risks, to ensure timely support and resolution.
- Comply with all OHS procedures, PPE, and safe work practices.
- Promote a safe, inclusive, and respectful workplace.

Performance Indicators

- Youth programs are engaging, inclusive, and delivered effectively.
- Team members, volunteers, and student placements are supported, developed, and retained.
- Child safety, OHS, and compliance requirements are consistently met.
- Strong relationships are maintained with stakeholders, partners, and the community.
- Programs and resources are managed efficiently, supporting GYS strategic objectives.

Key Relationships

Reports to: Executive Officer GYS Inc.

Direct Reports: Youth Development Officers, Program Officers, casual staff, volunteers, students, contractors and young people (users of our service and participants)

External: Partner organisations, families and individuals or other community stakeholders

Qualifications, Skills & Experience

Qualifications & Compliance

- Tertiary qualifications in youth work, social work, community development, education or related field.
- Current Working with Children Check, National Police Check, Full and unrestricted Driver's Licence, NDIS Worker Screening (or ability to obtain).
- First Aid Level II, CPR, Anaphylaxis & Asthma qualifications (or willingness to obtain).
- Food Safety Supervisor Certificate or at minimum, Safe Food Handling Certificate - or willing to obtain as a priority

Leadership & Team Management

- Demonstrated ability to lead and mentor teams, including volunteers and student placements.
- High emotional intelligence and supportive coaching style.
- Strong organisational, prioritisation, and delegation skills.

Communication

- Excellent verbal and written communication skills.
- Able to engage young people, staff, and external stakeholders effectively.

Knowledge & Experience

- Experience in youth work, community services, or social programs.
- Understanding of child safety standards and reporting obligations.
- Competent in Microsoft Office 365 and online data systems.
- Experience in community engagement, program coordination, and project management.

Personal Attributes

- Collaborative, flexible, and solution-focused.
- Culturally aware and committed to inclusion, equity, and youth empowerment.
- Resilient, professional, and capable of handling sensitive information with discretion.

Employment Requirements

- Commitment to GYS values of equity, inclusion, respect, and youth empowerment.
- Able to work predominantly from our Morwell base, with regional travel as needed.
- Flexibility to work occasional evenings and weekends when required.
- Be an Australian Citizen. Permanent Resident or be Australia based (location) and hold a valid work permit or visa.

Key Selection Criteria

To help us consider your application, please provide examples of your experience in relation to our Key Selection Criteria (below) in your Cover Letter or Application.

1. Leadership and Team Development

Proven ability to lead, mentor, and support a multi-site team, fostering a positive, inclusive, and collaborative culture.

2. Youth Engagement and Program Delivery

Experience planning, delivering, and evaluating youth-focused programs that empower diverse young people.

3. Governance, Compliance, and Risk Management

Knowledge of child safety, WHS, and regulatory compliance, with the ability to implement and monitor policies.

4. Stakeholder and Community Partnerships

Ability to build and maintain relationships with communities, partners, and stakeholders to enhance program outcomes.

5. Operational and Administrative Capability

Strong organisational and reporting skills, including budget monitoring, data management, and effective use of IT systems.

How to Apply

1. Prepare your Resume and Cover Letter, addressing the Key Selection Criteria and
2. Submit your application via Seek link or directly to hello@fullcirclehr.com.au

All applications will be received and considered by Full Circle HR & Business Services.

Please note: Applications that do not address the selection criteria may not be considered.

No agency referrals accepted. Shortlisted candidates will be considered and may be contacted for interviews throughout the vacancy period.