

# 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

## Executive Officer

Gippsland Youth Spaces Inc.

Job Type:	Permanent Part-Time (0.8) or Full Time - Negotiable
Hours of Work:	9.00 AM - 5.00 PM Monday to Friday - Flexible Occasional out-of-hours work, rotating on-call phone availability
Reports to:	Gippsland Youth Spaces Inc. Board Co-Chairs
Conditions:	SCHADS Award - Classification level 8 \$65.39 p/h (\$129,210.64 pro rata) + 12% Superannuation, 17.5% leave loading + generous salary packaging benefits (PBI)
Location:	Morwell base (majority of time physically present), with occasional travel across Gippsland and beyond

### The Position

The Executive Officer (EO) is the operational leader of Gippsland Youth Spaces Inc. (GYS). Guided by our youth members and Board, the EO supports the organisation's governance, delivers day-to-day operations, and builds strategic partnerships that expand opportunities for young people across Gippsland.

The role is both hands-on and strategic: enabling youth voices, strengthening fundraising and sustainability, ensuring compliance, and supporting staff and volunteers to deliver safe, high-quality youth-led programs.

### 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.

## **Key Responsibilities**

### **Youth Voice & Community Engagement**

- Ensure young people remain central in decision-making and program design.
- Build relationships with local communities to ensure programs respond to the needs of Gippsland's youth.
- Represent GYS at networks, forums, and advocacy initiatives to raise the profile of youth voices.
- Advocate for systemic change at local, regional and state levels to improve outcomes for young people in Gippsland.

### **Governance & Compliance**

- Partner with the Board and youth subcommittees to deliver the strategic plan.
- Ensure compliance with applicable regulatory and legislative frameworks including compliance with; relevant child safety legislation, ACNC, Consumer Affairs Victoria, Safe Transport Victoria, workplace health and safety legislation (including psychosocial safety obligations), National Employment Standards, and the Social, Community, Home Care and Disability Services Industry Award (and other relevant Awards).
- Support secretarial and reporting functions including Annual General Meetings, annual reporting, and audited financial statements.
- Oversee budgets, funding contracts, and risk management processes.
- Ensure all health, safety and wellbeing policies and practices are implemented, monitored and improved.
- Ensure compliance with the Victorian Child Safe Standards and promote a child-safe culture across all aspects of operations.

### **Fundraising & Sustainability**

- Lead effective fundraising initiatives, grant applications, and donor engagement.
- Develop and maintain partnerships with government, philanthropic entities, corporate sponsors, and community organisations.
- Identify and pursue opportunities to diversify income and strengthen long-term sustainability.

### **Leadership, People & Culture**

- Provide hands-on support and supervision to a team of approx. 10 staff, plus volunteers, students, and contractors.
- Promote a workplace culture that is safe, inclusive, and respectful of diversity, in line with workplace safety and employment legislation.
- Ensure policies, systems, and practices reflect best practice in youth engagement, child safety, WHS and staff wellbeing.
- Take overall responsibility for the health, safety and wellbeing of staff, volunteers and visitors, including identifying and managing psychosocial risks (e.g. workload pressures, unclear role expectations, bullying or harassment).
- Consult and engage with staff on health, safety and wellbeing issues and respond promptly to hazards, incidents, or concerns.
- Develop and implement strategies for workforce attraction, retention, professional development, performance and succession planning that build staff capability and resilience.
- Embed cultural safety and strengthen partnerships with Aboriginal and Torres Strait Islander young people, families, and organisations (including ACCOs)
- Promote a culture of collaboration, learning, accountability, and continuous improvement.

### **Operations & Delivery**

- Oversee day-to-day operations at the Morwell base and across mobile sites.
- Ensure systems for safe transport, data collection, program evaluation, and quality improvement are in place.
- Support frontline staff in providing information, advocacy, and appropriate responses for young people.

- While not a crisis service, this role will lead crisis and emergency management planning, ensuring preparedness for regional emergencies and critical incidents involving young people or staff.
- Develop and implement frameworks to measure, evaluate and report on program and organisational impact.

### **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.
- 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.

### **Performance Indicators**

- Enabling youth voice across our organisations efforts, decision making and activities
- Effective engagement, leadership and development of our young people, and our paid and volunteer teams
- Achievement of strategic and financial objectives
- Organisational growth and service/programs expansion
- Stakeholder satisfaction and engagement
- Effective risk management and compliance

### **Key Relationships**

**Reports to:** GYS Board (via Co-Chairs)

**Direct Reports:** Team Leaders, Finance/Administration Officer

**Indirect Reports:** Youth Development Officers, Program Officers, casual staff, volunteers, student placements, contractors

**External:** Partner organisations, local/state/federal government, philanthropic and corporate funders, community stakeholders, regulators

### **Qualifications, Skills & Experience**

#### **Qualifications & Compliance**

- Tertiary qualifications in youth work, social work, community development, business/ management or related field.
- Current Working with Children Check, National Police Check, Full and unrestricted Driver's Licence, NDIS Worker Screening (or ability to obtain).

#### **Experience & Knowledge**

- Demonstrated leadership experience in a not-for-profit, community, or youth-focused environment.
- Knowledge of social work practice, youth engagement frameworks, and child safety obligations.
- Experience with governance processes, compliance reporting (ACNC, CAV), and financial oversight.
- Proven track record in fundraising, grant writing, and partnership development.
- Experience working in regional or community-based settings.

## Skills & Attributes

- Strong interpersonal and communication skills, with the ability to connect directly with young people, staff, partners, and funders.
- Hands-on leadership style: willing to “roll up sleeves” while balancing governance and strategic responsibilities.
- Capacity to work flexibly, autonomously, and collaboratively with a youth-led Board and subcommittees.
- Commitment to inclusion, cultural safety, and empowering diverse young people.
- Organised and resilient, with ability to manage competing priorities in a dynamic environment.

## 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 Management

Proven experience leading a community or not-for-profit organisation, managing day-to-day operations, planning strategically, overseeing budgets, funding, and risk, and delivering programs that achieve measurable outcomes.

### 2. Governance and Compliance

Experience working with a Board or committees to ensure the organisation meets all legal and regulatory requirements, including child safety, workplace health and safety, and employment law. Ability to monitor and improve governance, compliance, and risk management processes.

### 3. Youth Engagement and Community Partnerships

Demonstrated ability to put young people at the centre of decision-making, build strong relationships with communities and partner organisations, and advocate for better outcomes for young people at local, regional, or state levels.

### 4. People Leadership and Workplace Culture

Experience leading and supporting staff, volunteers, and contractors in a safe, inclusive, and high-performing environment. Skilled in workforce planning, professional development, succession planning, and promoting cultural safety, including partnerships with Aboriginal and Torres Strait Islander young people and organisations.

### 5. Fundraising, Sustainability, and Impact

Proven track record in securing and managing funding, developing sustainable income streams, and measuring the impact of programs and organisational activities to support continuous improvement and accountability.

## 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](mailto: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.