

# 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

## Youth Development Officer

**Gippsland Youth Spaces Inc.**

Job Type:	Part-Time (0.8) - Fixed Term - up to 12 months
Hours of Work:	9.30 AM - 5.30 PM Monday to Friday Occasional out-of-hours work, rotating on-call phone availability
Reports to:	Team Leader, Gippsland Youth Spaces Inc.
Conditions:	SCHADS Award Level 2, plus 12% Superannuation and 17.5% Leave Loading, Generous Salary Packaging (PBI)
Location:	Morwell base

### The Position

The Youth Development Officer is responsible for delivering high-quality youth programs and providing direct support to young people across Gippsland. Based at the Morwell head office with travel to other Gippsland sites as required, the role focuses on frontline youth engagement, program delivery, and case support, working under the direction of the Team Leader. The position promotes child safety, wellbeing, and inclusion through a strength-based, youth-centred approach, while supporting effective program outcomes and community connection.

### 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.

### Vision

GYS Inc. culture is based on the principles of equity and equality where all members are respected and supported to participate fully in all aspects of GYS Inc.

“The Gippsland Youth Spaces Inc. members are committed to delivery and implementation of innovative youth-led initiatives and programs that support, empower, and engage young people.”

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

**Cultural Connection:** Gippsland Youth Spaces Inc. (GYS Inc.) acknowledges the Braiakaulung people of the Gunai Kurnai Nation as the first owners of this country. We recognise the important ongoing role that all Aboriginal people have in our community, especially that of young and emerging leaders.

## **Key Responsibilities**

### **Youth Engagement & Program Delivery**

- Deliver and support direct youth engagement through the planning, coordination, and delivery of inclusive, engaging programs, activities, training, and events (e.g. arts, recreation, leadership, wellbeing).
- Provide direct youth support and casework, including working with at-risk young people to build resilience, confidence, and life skills using a strength-based approach.
- Support young people through information provision, referrals, advocacy, and connection to education, employment, health, and community services.
- Assist young people and families to navigate services and access appropriate supports.
- Promote social inclusion, wellbeing, and positive participation in all programs and activities.
- Support young people to develop leadership skills and participate in youth voice, feedback, and decision-making processes.
- Assist in responding appropriately to youth crises and challenging behaviours in line with organisational policies and the GYS Code of Conduct.

### **Program Planning, Monitoring & Quality**

- Research program ideas, contribute to proposal writing, and assist with program planning, logistics, and delivery.
- Coordinate and support outreach, on-site activities, workshops, events, and excursions.
- Monitor, review, and report on programs and events to measure outcomes and inform future planning.
- Gather, analyse, and implement participant and stakeholder feedback to improve service quality.
- Undertake safety, quality, and risk assessments of programs and activities, including completing risk management documentation.

### **Community & Stakeholder Engagement**

- Build and maintain positive relationships with schools, families, police, health services, and community organisations.
- Coordinate and monitor service connections to ensure young people receive high-quality, timely support.

- Advocate for young people and represent their needs within service systems and community networks.
- Represent GYS Inc. professionally in the community and at meetings, forums, and events as required.

### **Operations & Administration**

- Complete administrative tasks including permission and intake forms, bookings, calendars, surveys, and program reporting.
- Maintain accurate and confidential participant records, case notes, and data using electronic databases.
- Manage time effectively and use organisational tools to support planning, organisation, and accountability.
- Assist to develop, follow, and promote organisational policies and procedures in daily practice.
- Assist with facilitated excursions (which may fall outside of normal operating hours and involve travel).
- Participate in organisational planning and contribute insights to service improvement and emerging youth needs.

### **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.

### **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 and activities are delivered safely, inclusively, and in line with program plans and organisational policies.
- Young people are supported respectfully and effectively, with appropriate referrals, follow-up, and documentation completed.

- Accurate, timely, and confidential records, case notes, and program documentation are maintained.
- Participant and stakeholder feedback is actively gathered and contributes to continuous program improvement.
- Child safety, OHS, and risk management requirements are consistently followed and reported in accordance with policy.
- Positive working relationships are maintained with colleagues, partners, and community stakeholders.

## Key Relationships

**Reports to:** Team Leader

**Collaborates internally with:** Executive Officer GYS Inc., Youth Development Officers, Program Officers, casual staff, volunteers, students, contractors, trainees and young people (users of our service and participants) and the Youth Development Committee.

**Collaborates externally with:** Partner organisations, families and individuals or other community stakeholders.

## Qualifications

- Min. of Certificate IV in youth work, social work, community development, education or related field.
- Current Working with Children Check, National Police Check, Full and unrestricted Victorian 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

## Skills & Experience

### Required Skills & Experience

- Demonstrated experience working directly with young people, including those experiencing vulnerability or disadvantage.
- Ability to work independently within established guidelines, and to seek direction when required.
- Experience supporting the delivery of youth programs, activities, or events, including planning support, facilitation, and evaluation.
- Ability to engage young people using strength-based, trauma-informed, and youth-centred approaches.
- Sound understanding of child safety obligations, professional boundaries, and mandatory reporting requirements.
- Strong interpersonal and communication skills, with the ability to engage respectfully with young people, families, colleagues, and external services.
- Well-developed organisational and administrative skills, including maintaining records, case notes, and reports using digital systems.
- Ability to work effectively as part of a team, manage competing priorities, and seek guidance when required.

### Desirable Skills & Experience

- Experience working within a youth, community, or not-for-profit organisation.
- Experience supporting outreach activities, community events, or facilitated excursions.
- Familiarity with Victorian Child Safe Standards and SCHADS Award environments.

- Experience using client management systems, databases, or program reporting tools.
- Knowledge of local Gippsland services and referral pathways for young people.

### **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. Youth Engagement & Support**

Demonstrated experience working directly with young people, including providing support, information, referrals, and advocacy using a strength-based approach.

#### **2. Program Delivery & Participation**

Experience supporting the planning, delivery, and evaluation of youth programs, activities, events, or outreach initiatives.

#### **3. Child Safety & Professional Practice**

Understanding of child safety requirements, professional boundaries, and mandatory reporting obligations, with the ability to apply policies in practice.

#### **4. Communication & Collaboration**

Strong interpersonal and communication skills, with the ability to work effectively with young people, families, colleagues, and external services.

#### **5. Administration & Organisation**

Demonstrated ability to complete administrative tasks accurately, manage records and case notes, and use digital systems to support service delivery.

### **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.