



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Youth Development Officer
Workgroup	Community Relations
Reports to	Community Development Coordinator
Classification	6
Employee Status	Full Time
Location	CAC/Youth Hub

Primary Position Purpose

The **Youth Development Officer** is responsible for the planning, coordination, and delivery of a range of targeted programs, services, and initiatives that implements Council's Youth Plan and addresses the diverse needs of young people aged 12–17 in the Sorell Municipality. The primary focus of the role is to actively engage young people in shaping services, fostering participation and inclusion, and ensuring access to information and support.

Skill Based Classification Descriptors

The position is classified as a Level 6, the following skill descriptors apply to this level.

Authority & Accountability	May be responsible for providing a specialised/technical service and for completing work with elements of complexity. May make internal and external recommendations which represent the employer to the public and/or other organisations. Employees are accountable for the quality, effectiveness, cost and timeliness of the programs, projects or work plans under their control and for safety and security of the assets being managed.
Judgment & Problem Solving	Judgment and problem solving skills are required where there is a lack of definition requiring analysis of a number of options. Typical judgments may require variation of work priorities and approaches; some creativity and originality may be required. Guidance and counsel may be available within the time available to make a choice.
Specialist Skills & Knowledge	Employees have advanced knowledge and skills in a number of areas where analysis of complex options is involved.
Management Skills	May provide higher level supervision of groups of operational, administrative, trades or technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring, managing and co-ordination to achieve specific outputs. Positions may require an understanding and implementation of relevant employment policies and practices.
Interpersonal Skills	Skills to communicate with employees in lower levels and the public. Employees in this level are expected to write detailed and non-standard reports and correspondences in their field of expertise
Qualifications & Experience	Positions require working knowledge and experience of all work procedures for the application of technical, trades or administrative skills in the most complex areas of the job and suitable qualifications, which may include: (a) diploma or advanced diploma; or (b) appropriate in-house training or equivalent.

Key Responsibilities

Youth Work

- Implement the Youth Plan and its objectives.
- Plan, coordinate, and deliver youth programs, including:
 - Youth Advisory Squad
 - School Holiday Programs
 - Drop-In Centre
 - Youth Week and special events
 - Emerging projects and initiatives
- Identify and respond to the diverse needs of young people aged 12–25, with a focus on ages 12–17.
- Actively consult with young people to shape services and foster participation, champion their voice and co-design services to foster participation.
- Provide a referral and information service, ensuring access to appropriate support.
- Promote positive representations of young people in the broader community.
- Maintain safe, inclusive, and welcoming environments, adhering to Child and Youth Safe Organisation frameworks and trauma-informed practices.
- Build and maintain strong networks with youth sector stakeholders.
- Identify funding opportunities and support grant applications.
- Represent young people's interests on relevant Council committees, including but not limited to, Service Providers Network.
- Engage with new stakeholders relevant to young people.

Operational Responsibilities & Participation

- Contribute to the development and monitoring of the Operational Plan.
- Administration of relevant cost centres, including variance reporting.
- Monthly activity reporting, including accurate record program data, statistics, and evaluation metrics.
- Contribute to the implementation and review of relevant policies and strategies as required.
- Commitment to ongoing professional development in Youth Services.

This role requires reasonable after-hours activities and overtime when required by business needs.

Position Dimensions

Key Relationships and Influences	
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Who	Why
Internal	
Customer Service	Work in partnership with Customer Service to ensure delivery of effective customer service.
Community Relations team	Collaborate on planning, delivery, and evaluation of youth programs and broader community initiatives. Share local insights, feedback, and opportunities for cross-program collaboration.
Other positions/workgroups	To support the delivery of key projects and activities that will benefit young people in our community.
Council leadership team	Inform strategic planning, reporting, and alignment with the Youth Plan and Strategic Plan. Advocate for youth priorities in organisational decision-making.
External	
Young people aged 12–17	Actively engage to understand needs, interests, and challenges. Consult to shape programs, services, and priorities.
Parents, carers, and families	Provide information about programs and referral services. Build trust and encourage family support for youth participation.
Elected Council Members	Provide updates, briefings, and advice on youth issues and programs.
Schools and alternative education providers	Collaborate on youth engagement, joint initiatives, and referrals. Support transition programs and student wellbeing activities
Peak youth sector bodies and networks	Keep informed of trends, research, and best practices. Advocate for local youth needs within broader forums.
Community Organisations, Sporting Clubs, Committees	Partner on programs, joint events, and projects. Share information and referrals to support young people.
Government agencies and service providers	Strengthen referral pathways. Partner on programs, joint events, and projects. Align local programs with broader policy initiatives and services.
Funding bodies and grant providers	Identify funding opportunities to expand or enhance youth services.

Resources and Budgets			
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Direct Reports	Nil	Financial Delegation & Reporting	In accordance with Council policies and procedures
Indirect Reports	Nil	Statutory Appointments	In accordance with Council policies and procedures
Total	Nil	Delegations	In accordance with Council policies and procedures

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.
- Sorell Council Child Safe Standards Action Plan
- Code of Conduct – Safeguarding Children

Workplace Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other people.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act.
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.
- Avoid, eliminate or minimize hazards within your control, and immediately report.
- Attend and actively participate in training programs provided in the interests of Health and Safety.
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with the Council's Risk Management Framework.
- Complete Council's induction requirements

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

Essential:

- Tertiary qualifications in youth work or a related field and minimum 2 years' experience.
- Demonstrated experience and knowledge of youth development principles, youth engagement, program delivery, and referrals.
- Demonstrated ability to build and maintain productive partnerships with youth sector organisations, schools, community groups, and other stakeholders.
- Well-developed interpersonal and consultation skills to effectively engage with young people, families, community members, and stakeholders.
- Knowledge of Child and Youth Safe Organisation frameworks, trauma-informed practice, and strategies to create inclusive and welcoming spaces.
- Experience in needs assessment, youth participation, and co-design approaches.
- Ability to work independently and collaboratively, be self-motivated to manage competing priorities, including having availability for evening and weekend activities as required.
- Current Driver's Licence.
- Current First Aid Certificate.
- Current Police Check and Working with Vulnerable People registration.

Desirable:

- Experience working in local government or community-based settings
- Knowledge of the Sorell municipality and its youth demographic

Authorisation

I hereby agree that this position description accurately reflects the work requirements.

Manager name

Manager signature

Date

Employee name

Employee signature

Date

GM Name

GM Signature

Date