



Youth Advisory Council Volunteer Position Description

Volunteer Youth Advisory Council Member

Facilitated in Partnership by the YES Youth Hub and the Bass Coast Shire Council.

Position Summary

The Youth Advisory Council (YAC for short) is a newly established advisory group of young people who are passionate about making a difference in the Bass Coast community. The YAC acts as a channel through which young people can communicate with Council in a way that is meaningful and recognises the value of their voices and lived experiences. The YAC will play a key role in driving the YES Youth Hub.

The YAC will consist of eight to twelve young people from the Bass Coast Shire aged 12 – 25 years who have received approval in the Youth Advisory Council (YAC) application process. Meetings will be held from April to November, on the last Thursday of each month, during the school term. The meetings will be from 4.30pm to 6.00pm and will be held in Wonthaggi with other rotating locations to be decided by the YAC.

The Youth Advisory Council will:

Represent. Advocate for and act as a representative for young people in Bass Coast.

Influence. Act as an advisory group to Council and the Youth Hub.

Inform. Work together to identify local issues and how to address them.

Inspire. Plan creative and innovate ways to inspire young people in Bass Coast.

Tasks:

1. Attend and participate in monthly meetings.
2. Meet with relevant staff from Council and the Youth Hub to provide advice on projects and programs.
3. Develop local initiatives, events and projects inclusive to all young people.
4. Support Council and the Youth Hub to identify issues relevant to young people and provide advice on how these issues can be addressed. This may occur through holding consultations online or in person.

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5. Assess Youth Grant applications.
6. Provide guidance on the YAC format and structure during its establishment in 2021.
7. Provide advice on Council's Youth Participation and Engagement Strategy.
8. Behave in accordance with the Code of Conduct and group guidelines developed by the YAC which will include confidentiality in relation to some topics such as grant processes.

What You Can Expect from Council and the Youth Hub

1. The opportunity to develop new skills and knowledge particularly around facilitation, project management and leadership.
2. Support to participate in the meetings and any training that is required.
3. If a YAC member requires assistance with transport to and from meetings, Council will support their attendance with reimbursement for costs, but this must be approved in advance.
4. While you are volunteering as a Youth Advisory Council member, and while your assistance is approved and known by Council, you will be covered by Council's Public Liability Insurance. This does not include driving to and from meetings.
5. One staff member from Council and one staff member from the Youth Hub will attend all meetings. They will coordinate and support the operations of the YAC.
6. FOOD will be provided!

Additional Information

- The YAC will be guided by a Terms of Reference Document that will be provided to all successful applicants.
- Members will be required to sign a Volunteer Agreement and under 18 members will be required to have a parent or guardian provide consent to participate.
- Council and the Youth Hub take Child Safety seriously. All YAC Volunteers who are over 18 will be required to have a Working With Children Check. It is free and you can read more about it here: <https://www.workingwithchildren.vic.gov.au/>

Any questions about the Youth Advisory Council and the application process are to be directed to the Children and Youth Development Officer, erin.johnson@basscoast.vic.gov.au

Applications open Friday, 12 March 2021 and close Friday, 26 March 2021.

Successful and unsuccessful applicants will be notified by Friday, 9 April 2021. The first meeting will be held on Thursday, 29 April 2021 in Wonthaggi.

To Apply please fill in the form via the link below:

<https://www.surveymonkey.com/r/G85GYPR>