
YOUTH ADVISOR TO ORYGEN BOARD & SUBCOMMITTEES

CANDIDATE PROFILE – 2026



SUMMARY

Location:	Parkville, Melbourne, Victoria or virtual
Functional area:	Orygen Governance Structures
Contact person:	Manager – Youth Participation, Orygen or Company Secretary
Employment type:	Volunteer (remunerated via honorarium)
Term of appointment:	3 years

PURPOSE STATEMENT

Orygen is recruiting eight Youth Advisors to join its governance structures.

This is a unique opportunity for young people to bring their perspectives and lived experience to Orygen at the highest level of decision-making. Youth Advisors will form a broader group of young representatives appointed across Orygen's Board and relevant Board subcommittees. Successful candidates will receive a training and remuneration package to support their involvement and build their governance and leadership skills throughout the program.

We are currently seeking to recruit to the following committees:

- **Two Youth Advisors to Orygen's Board of Directors (the Board)**, which has key responsibilities relating to strategy, risk, performance, reputation, financial management and governance.
- **Two Youth Advisors to the Clinical Governance subcommittee**, which functions to provide assurance to the Board that a robust and effective framework exists for the management of key systems and processes that ensure good clinical governance. The Committee will consider any matters referred to it by the Orygen Board or Orygen Executive, and any matters that it determines to be appropriate to the clinical operations of Orygen.
- **Two Youth Advisors to the People and Remuneration subcommittee**, which functions to ensure the Orygen Board has effective oversight of people and culture-related issues. The Committee also ensures that remuneration policies, practices and performance indicators are aligned with Orygen's purpose, values, and strategy as well as legal and regulatory requirements.

As a Youth Advisor, you will contribute to Orygen's strategic decision-making by offering your ideas, insights and perspectives on key issues. The role will involve:

- participating in governance training sessions;
- reviewing all relevant meeting papers in advance;

REVOLUTION IN MIND

- attending a preparation session with a Board Director or appropriate delegate;
- attending approximately 4-6 Board or subcommittee meetings per year, either in person or online; and
- constructively sharing your views during Board or subcommittee meetings.

As part of this program, you will receive training and other support to develop your leadership skills and governance knowledge, including regular support from a Board Director or appropriate delegate to prepare for meetings. All travel expenses associated with this opportunity will be reimbursed, and you will receive an honorarium for your time and contributions. Other Board Directors will be provided the opportunity to attend Youth Participation in Governance training.

Appointed Youth Advisors will be provided either a half-day (under 4 hours) sitting fee of \$254.60 per meeting or a full day (up to 4-8 hours) sitting fee honorarium of \$418 per meeting, with any further hours remunerated at \$80 per hour.

POSITION KEY RESPONSIBILITY AREAS

The Youth Advisors to the Board or subcommittees will be responsible for the following:

- completing all required governance training provided;
- working with the Youth Participation team to develop and enact an individual wellbeing plan;
- adhering to all Board or subcommittee policies;
- reading all Board or subcommittee papers prior to meetings;
- meeting regularly with the appointed Board Director and/or suitable delegate for support and preparation;
- attending and participating in all Board or subcommittee meetings (4-6 meetings per year) either in person or virtually;
- contributing in line with the Board constitution or subcommittee Charter;
- building strong relationships with Board or subcommittee members, relevant executive leaders and the Youth Participation team;
- actively participating in discussions, expressing views and providing advice during meetings as a representative of an Orygen stakeholder group;
- offering advice, opinions and independent judgment to inform Board or subcommittee decisions;
- attending or participating in additional activities as invited, required or available (e.g. advocacy opportunities, organisational events);
- treating all meetings and discussions as confidential and not sharing papers or content outside the meeting without permission; and
- complying with Orygen’s policies and procedures, including holding others accountable and fostering a safe, diverse and inclusive workplace culture.

Youth Advisors will be actively involved in decision-making conversations and will provide strategic advice, but do not hold formal voting rights on the Board or subcommittees. However, their insights are considered a valued and integral part of shaping deliberations and informing final decisions.

EXPERIENCE / SKILLS

Experience/skills	<ul style="list-style-type: none"> • Lived experience of how mental health and social and emotional well-being impact young people and a strong commitment to Orygen’s purpose, values and vision. • Demonstrated ability to engage in and contribute to strategic or systemic discussions, considering broader organisational, community or sector-level impacts. • Demonstrated emerging youth leadership capabilities, such as recent or current involvement in youth participation, advocacy, advisory roles or youth leadership initiatives.
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	<ul style="list-style-type: none"> • Strong interpersonal skills, with the ability to work collaboratively and respectfully with people from diverse backgrounds, experiences and professional disciplines. • Highly developed verbal and written communication skills, including the ability to clearly articulate lived experience perspectives to a non-lived experience audience.
Personal attributes	<ul style="list-style-type: none"> • Aged between 18 and 30 years of age at the commencement of the role. • Able to commit to attending the full term of appointment, including attending all Board or subcommittee meetings, completing pre-reading and preparation, participating in training activities.

KEY RELATIONSHIPS

Internal	<ul style="list-style-type: none"> • Board Directors and committee members • Director of Board Governance, Planning and Performance (Company Secretary) • Relevant members of Orygen’s Executive leadership • Youth Participation Team
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SPECIAL REQUIREMENTS

<ul style="list-style-type: none"> • Not a current client or employee of Orygen. • Not enrolled in any Orygen training or courses. • Unrestricted right to live and work in Australia. • A current National Police Check is required. • Any offer of appointment is conditional upon receipt and maintenance of a satisfactory Working with Children Check. • You may be required to attend more than one of Orygen’s sites, which are currently located within the north and west of Melbourne. • In line with government guidelines, this position may need to be based at home during certain periods. As such, a reliable internet connection will be required.
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SAFETY, HEALTH AND WELLBEING RESPONSIBILITIES

<p>All employees, Board and Committee members, and volunteers are required to comply with all workplace health, safety and wellbeing policies and procedures of Orygen.</p> <p>In addition, employees are expected to:</p> <ul style="list-style-type: none"> • promote and demonstrate Orygen’s high standards in relation to health, safety and wellbeing, championing a culture of safety in the workplace; • take responsibility for their own safety, health and wellbeing and for their colleagues and others they work alongside, as far as they are able; • follow policies, training and guidelines related to Workplace health, safety and wellbeing, including reporting of unsafe work practices, incidents, hazards and near-miss events; and • be committed to promoting and protecting the safety and well-being of all children and young people and embedding safeguarding practices into all our programs and services. <p>You may encounter sensitive information related to mental health as part of your work. Being aware of this and how it could affect you and planning accordingly is essential.</p>
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ACKNOWLEDGEMENT

Confirming this position description has been read and understood by:

Name	
Signature	
Date	