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## POSITION DESCRIPTION

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### YOUTH PARTICIPATION PROJECT OFFICER

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| <b>Location:</b>            | Parkville                                                                                                                  |
| <b>Division:</b>            | Office of the Executive Director, Orygen                                                                                   |
| <b>Classification:</b>      | Social, Community, Home Care and Disability Services Industry Award (2010), Social and Community Services Employee Level 4 |
| <b>Employment type:</b>     | Full-time (1 FTE) position until September 2025                                                                            |
| <b>Position reports to:</b> | Youth Participation Program Manager                                                                                        |

## 1. POSITION SUMMARY

Working under the general direction of the Youth Participation Program Manager, the Youth Participation Project Officer will be responsible for supporting and coordinating a number of key national youth participation projects, events and activities to facilitate meaningful participation opportunities with young people across the organisation.

In addition, they will support and coordinate the engagement of young people in youth participation opportunities and support a range of engagement projects and events to encourage youth participation activities nationally with Orygen's key stakeholders and partners.

## 2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

We are a complex organisation. Our activities and workforce are diverse and include:

- Five headspace centres in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people and are operated by Orygen.
- The Centre for Youth Mental Health, a University of Melbourne research and teaching department that is wholly seconded into Orygen. Centre staff are provided with Orygen email addresses and have the use of Orygen systems.
- Orygen Specialist Program (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service that is currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy and also operating at sites in Footscray, and Wyndham. Whilst not under the governance of Orygen, Orygen Specialist Program works in close partnership with us.
- Orygen Digital, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A training and development unit providing online and face to face training for the mental health workforce both nationally and internationally.

- A policy think tank drawing on Orygen’s research and clinical expertise and partnering and collaborating with key content experts from Australia and around the world to advise government policymakers.
- Centralised professional support functions enabling the organisation to achieve strategic and operational objectives.

Orygen’s Youth Participation Program team sits within the Office of the Executive Director, Orygen and is responsible for delivering on Orygen’s national Youth Participation and Engagement Strategy. The Youth Participation Project Officer will engage with colleagues across the organisation to support them with embedding the youth participation and engagement strategic objectives into operational practice.

### 3. ABOUT ORYGEN

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|--------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>VISION</b>      | Young people to enjoy optimal mental health as they grow into adulthood.                                                           |
| <b>MISSION</b>     | Reduce the impact of mental ill-health on young people, their families and society.                                                |
| <b>VALUES</b>      | Respect, accountability, teamwork, excellence & innovation.                                                                        |
| <b>COMMITMENTS</b> | First Nations people of Australia, young people and their families, LGBTIQ+ people & culturally and linguistically diverse people. |

### 4. KEY RESPONSIBILITIES/OUTCOMES

With strategic guidance from the Youth Participation Program Manager, The Youth Participation Project Officer will:

- Coordinate and facilitate the engagement of young people in national youth participation opportunities across the organisation
- Support key youth participation and engagement projects, events and activities that aim to engage young people as partners across areas of the organisation. This will include:
  - coordinating meetings and consultations with young people, staff and other key partners both locally and nationally;
  - coordinating travel and support for young people;
  - supporting the development and implementation of programs, events and new youth participation initiatives that raise the profile of youth participation, and both support and encourage youth participation across the organisation; and
  - maintaining strong communication with young people through Orygen’s online youth engagement platforms and/or networks.
- Support the delivery of Orygen’s Youth Participation and Engagement Strategy, and raise the profile of youth participation and engagement across the organisation, the sector nationally and the broader community.
- Any other duties as reasonably requested, consistent with the classification of this position.

## 5. SELECTION CRITERIA

The following criteria must be met for consideration for this position

### 5.1 ESSENTIAL

- Tertiary qualification(s) in Youth Work, Social Work, Psychology, Community Development, Health Promotion or a related discipline.
- Demonstrated experience of working with young people in a health or related setting.
- Knowledge and/or previous experience of a research environment and the potential for young people to be engaged in research related activities.
- Previous experience in coordination and successful implementation of a new project or event in line with organisational objectives.
- Strong verbal and interpersonal communication skills with the ability to relate effectively with a range of internal and external stakeholders.
- Excellent written communication skills
- Experience of working with a broad range of people from different backgrounds and uniting them in their work around youth partnerships and engagement.
- Demonstrated commitment and understanding of the principles of youth participation.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated problem solving skills with the ability to deliver creative solutions
- Excellent time management skills with the ability to work to agreed timelines and flexibly to manage competing priorities
- High level of proficiency in the use of standard application software such as Microsoft Office.

### 5.2 DESIRABLE

- Previous experience of working with young people with a lived experience of mental ill-health.
- Familiarity with mental health services and supports for young people and their families.

## 6. PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- Duties at or above this level typically require a skill level which requires knowledge or training equivalent to:
  - proven experience in managing the needs of young people engaged in a variety of activities across the organisation
- Generate and use a level of theoretical and applied knowledge related to youth participation.
- Expected to bring a multi-perspective understanding to the development and implementation of new projects.

## 7. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia
- A current Victorian driver's licence.
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a current satisfactory Working with Children Check.
- You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- You may be required to travel interstate or intrastate on occasion.
- Regular evening and weekend work will be required.
- OHSE training is essential and is provided by Orygen.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Orygen's Occupational Health and Safety policy.

- Successful applicants will be required to provide proof of COVID-19 Vaccination prior to commencement.