



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Youth Advisory Board Member
<b>DIVISION</b>	Children Youth and Inclusion
<b>DEPARTMENT</b>	Youth and Adult Transitions
<b>REPORTS TO</b>	Youth Employment Partnerships and Governance Lead

## ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

BSL employs over 1,500 staff and is supported by 1,000 volunteers to deliver services to help people live happy, health lives. We work with people in early childhood, youth and employment, people with disability and older people in Australia. We work with governments, business and other organisations to find solutions to poverty across the nation.

## DEPARTMENT PURPOSE

The National Youth Employment Body (NYEB) is an alliance of people and organisations working together to deliver a coordinated, systemic approach to youth employment that invests in the skills and capabilities of young people.

The NYEB is working in eight communities across Australia to test our way of working and create change in the systems that impact young people's ability to find and maintain decent and meaningful work.

The NYEB has a range of advisory groups that help guide its strategy and actions. Leading these is the Advisory Board, whose membership includes national employers, universities, TAFE, government and community organisations. Other groups include the new Youth Advisory Board, the Skills and Training Working Group and the National Employer Reference Group.

**Our mission** is to drive systems change to enable young people to have decent and meaningful careers while supporting the needs of employers and local communities.

**Our vision** is to see a world where young people in Australia are thriving, socially connected and economically secure.

## POSITION PURPOSE

The NYEB Youth Advisory Board will be formed in early 2025 and will make sure young people's experiences shape the NYEB's decisions and activities. It will also support NYEB members around Australia to involve young people in all work that impacts them. As a Youth Advisory Board member, you will help decide how it does this.

### **As a NYEB Youth Advisory Board member, you will:**

- Work in a team with other young people and BSL staff.
- Give advice on programs, tools, and resources.
- Help plan and run events, activities, and workshops.
- Have the opportunity to share your lived experience to help advocate and empower youth voice.
- Bring a youth perspective to discussions on issues impacting young people.

In this role you will gain personal and professional skills in public speaking, leadership, project planning, facilitation, teamwork and advocacy among many others.

## KEY RESPONSIBILITIES

- Work with the Youth Employment Partnerships and Governance Lead to create the Youth Advisory Board.
- Attend all Youth Advisory Board and related meetings once it is created.
- Report back to the wider NYEB community about your activities in the role.
- Attend training and other personal and professional development opportunities as they arise.

- Work with other young people and the NYEB network to create opportunities for other young people to be involved in decision-making across the network.
- Share your lived experience via public speaking, social media, case studies or consultation groups, to advocate for improved opportunities for young people and making big, lasting changes to the way systems work to support people.

#### **Other responsibilities include:**

- Work with others within teams to achieve common goals.
- Show a commitment to BSL's quality framework and culture by joining in and supporting actions that lead to ongoing improvement.
- Talk to your manager about what needs to be achieved, and set goals to make it happen.
- Show BSL's values and follow the Code of Conduct in everyday work practices
- Maintain a safe work environment and make sure steps are taken to prevent unsafe work practices, by following BSL policies and procedures.
- Other duties as required.

### **KEY SELECTION CRITERIA**

#### **Experience:**

- You have an understanding of or personal experience with the systemic and structural challenges that impact young people where you live
- You want to help create solutions for young people seeking meaningful employment
- You are a good communicator and enjoy working in a team with people from different walks of life
- You are comfortable or open to learning skills relating to sharing your lived experience in a way that drives change
- You're able to come up with creative ideas for workshops and projects
- You are organised and can manage your time to get things done
- You are comfortable using a computer

#### **Personal Qualities:**

- You are committed to maintaining and supporting child safety, equity, inclusion and cultural safety
- You understand and share the values and ideals of the Brotherhood of St Laurence

## **JOB CONDITIONS**

- You may occasionally be required to work on weekends, evenings or public holidays, with this to be agreed in advance
- Some travel may be required in your local area or across Australia (expenses covered).
- You have working rights in Australia and can provide us with proof if necessary
- We will need to do a Police and Working With Children's check, but we can help you with that

This description of the role is a guide to the activities needed to undertake the role successfully. We may work with you to review and amend the role description from time to time.