

# ROLE STATEMENT

<b>POSITION:</b>	Youth Ambassadors
<b>DIVISION:</b>	Community Wellbeing
<b>UNIT:</b>	Family, Youth and Children's Services
<b>MANAGER:</b>	Executive Manager Family, Youth and Children's Services
<b>DATE UPDATED</b>	October 2024

## VOLUNTEER POSITION DECLARATION

*I have read and understand the requirements and expectations of this Role Statement. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Role Functions and Expectations. I understand that the information and statements in this Role Statement are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.*

**NAME OF VOLUNTEER:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

## 1. ROLE SUMMARY

The City of Ballarat's Youth Ambassador Program is made up of young people who are passionate about being involved in their community and representing the views, ideas and needs of young people in the Ballarat area. Initiatives of Youth Ambassadors occur in collaboration working with a range of City of Ballarat departments and community partners to achieve outcomes.

Throughout their 12 month term, Youth Ambassadors are provided mentoring opportunities by community leaders, the Youth Services team and volunteers to develop life, leadership and networking skills. Youth Ambassadors utilise the City of Ballarat's Youth Strategy and Youth Profile to develop a community impact project or campaign and advocate for young people in the Ballarat region.

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## Program Expectations

Being a part of the City of Ballarat's Youth Ambassador Program requires a significant level of commitment from all program members. Additional meetings, consultations, training and events may also be scheduled throughout the year relevant to community engagement, networking and training needs.

Commencing in **February 2025** the Youth Ambassadors will have meetings on **Tuesday nights between 4pm – 6pm during school terms, in person.**

**Through participation in meetings, Youth Ambassadors will develop an extensive range of skills including:**

- Leadership and Decision Making
- Volunteering and Community Service
- Partnership Building and Networking
- Advocacy
- Teamwork
- Communication
- Project Management
- Marketing and Promotion
- Inclusion & Diversity Awareness

The Youth Ambassadors Program is led by young people and supported by the Youth Services team. The program facilitation is supported by City of Ballarat's Youth Development Officers, who will assist the coordination of the program and provide relevant resources and support. Exciting opportunities exist to network with other City of Ballarat Ambassador Programs regularly including the Intercultural City Ambassador.

Appointment to the Youth Ambassador Program is for a one-year term initially, with appointees eligible to continue for a second year (consecutive) through required processes.

## City of Ballarat's Core Values

<p><b>We are honest and transparent</b></p>  <ul style="list-style-type: none"> <li>• We tell the whole story.</li> <li>• We provide a context and rationale for our decisions.</li> <li>• We trust each other enough to be honest.</li> </ul>	<p><b>We are accountable</b></p>  <ul style="list-style-type: none"> <li>• We do what we say we will do, when we say we will do it.</li> <li>• We learn from our mistakes and celebrate our successes.</li> <li>• We back up our teammates and also hold them to account with kindness and respect.</li> </ul>	<p><b>We value everyone</b></p>  <ul style="list-style-type: none"> <li>• We show respect to everyone, even if we disagree.</li> <li>• We ensure everyone has access to opportunities.</li> <li>• We are approachable regardless of our position in the organisation.</li> </ul>	<p><b>We work with and for our community</b></p>  <ul style="list-style-type: none"> <li>• We seek to understand our community's needs and take action to meet those needs.</li> <li>• We engage with our community and share what we are doing and why.</li> <li>• We manage our resources responsibly and sustainably.</li> </ul>	<p><b>We work together</b></p>  <ul style="list-style-type: none"> <li>• We work towards common goals.</li> <li>• We support each other through the highs and lows.</li> <li>• We look for the best in each other.</li> </ul>
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## 2. ORGANISATIONAL CONTEXT

Youth Services is a business unit within the Family, Youth and Children's Services Department of the Community Wellbeing Directorate.

The Youth Services team "believes in the vision, voices and creativity of young people" and to achieve this vision Youth Services are guided by our Youth Strategy 2022-2026 and principles of 'Positive Youth Development' to facilitate our programs to young people 13 -15 years old.

Youth Services programs are designed to upskill, engage, inspire and provide new opportunities to develop personal skills and interests while creating change in the Ballarat community.

## 3. REQUIREMENTS FOR ALL VOLUNTEERS

All potential volunteers are to follow the City of Ballarat's volunteer recruitment procedure which includes:

- Completing a Volunteer Personal Details form.
- An interview by a City of Ballarat employee.
- Two reference checks
- Completing the City of Ballarat induction and compulsory training.
- Adherence to privacy principals and all City of Ballarat policies and procedures.
- Willingness to obtain a Victorian Police Check or Working with Children's' Check (if applicable)
- Adhering to the City of Ballarat HR-18 Child Safe Policy at all times and upholding our statement of commitment to child safety at all times

From a Health and Safety perspective the City of Ballarat requires the following:

- Follow City of Ballarat policies and procedures.
- Follow City of Ballarat COVID-Safe Plan.
- Report hazards and other unsafe practices.
- Report injuries as soon as possible to your Manager/Supervisor.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

### Child Safety

The City of Ballarat has a zero tolerance for child abuse and promotes the safety, wellbeing and inclusion of all children, including Aboriginal children, children from culturally and/or linguistically diverse backgrounds, and children with disability. We take allegations and concerns very seriously and respond to them consistently in line with our policies and procedures.

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## 4. ROLE FUNCTIONS

Throughout their term, Youth Ambassadors are provided mentoring opportunities by community leaders, the Youth Services team and volunteers to develop life, leadership and networking skills. The team works with a range of services and City of Ballarat departments to develop a community impact project or campaign and advocate for young people in the Ballarat region.

The duties undertaken by Youth Ambassadors will include the following:

- Attendance and participation in weekly meetings and additional initiatives, consultations and events
- Attendance in training opportunities including Cultural Awareness, Project Management, Public Speaking and Media Training
- Providing a 'youth' voice to Council and the community to be engaged in decision making and community planning
- Advocacy
- Public Speaking
- Networking
- Council and Community Event Attendance
- Project Management
- Occupational Health and Safety
- Financial Literacy

## 5. CITY OF BALLARAT'S EXPECTATIONS

- Understand and apply City of Ballarat's policies and procedures.
- Maintain confidentiality of the youth participants, their families and fellow volunteers.
- Report all incidents and/or personal injuries or hazards in the safety register report.
- Understand and comply with the principals of Anti-discrimination and Anti-harassment.
- Display a high level of understanding and commitment of appropriate behaviours when engaging with children relevant to the principles, social and legislative responsibilities of the Child Safety Standards.

## 6. PERSONAL SPECIFICATIONS

### Volunteer Rights

- To be treated with respect.
- To be kept informed about the service, its associated policies and procedures.
- To receive induction and training for the position.
- To receive guidance, support and supervision to perform tasks required.
- To make suggestions on ways to improve the service.
- To be free of discrimination or harassment because of race, religion, gender, sexual orientation, marital status, age or disability.
- To have access to an impartial complaint's resolution procedure.

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## Volunteer Responsibilities

- To be reliable and punctual.
- Advise Youth Services staff as soon as is practicable if unable to attend a session.
- To carry out tasks in a friendly manner as instructed.
- To attend committee meetings, training and information sessions.
- To treat visitors, fellow volunteers and staff with respect.
- To act honestly.
- To work free of the effects of drugs and or alcohol.
- To refrain from discussing any personal details of participants, staff and other volunteers.
- To ensure privacy and confidentiality is maintained at all times
- Sign in at the start of events and sign out at the conclusion of events.
- Adhering to the City of Ballarat HR-18 Child Safe Policy at all times and upholding our statement of commitment to child safety at all times

## 7. SELECTION CRITERIA

### Essential

- Aged between 13 and 25 years at time of application
- Interest in leadership and commitment to personal development
- Availability & willingness to attend and participate in regular meetings, events and opportunities provided to the Youth Ambassadors
- If 18 years or older, carry a current Working with Children Check or be eligible to apply for one
- If you are 18 years or older, completed or willingness to undertake a current National Police Check (no more than 6 months old)
- Commitment to being part of a safe and inclusive environment
- Ability to observe child safe principles and expectations for appropriate behavior towards and in the company of children

### Desirable

- Willingness to participate in social and team building activities
- Ability to work in a team or the preparedness to develop those skills
- Contribute to an encouraging, supportive, positive and meaningful experience for all Youth Ambassadors
- Open to developing skills in active leadership and decision making
- Interest in local government and civic duties