



YEP Project Support Officer Position Description

Job Description Form Youth Affairs Council of Western Australia

Position title	Project Support Officer – Youth Educating Peers (YEP)
Relevant award	Social, Community, Home Care and Disability Services Industry Award
Employment basis	0.4 FTE part time contract– until December 2019. <i>Likely extension until 2020, dependent on funding.</i>
Remuneration	Social, Community, Home Care and Disability Services Industry Award – Level 2, plus superannuation guarantee and four weeks annual leave (pro-rata)
Hours	15 per week / 0.4FTE - likely 11.30am to 7.30pm (to be discussed)
Office Location	Level 2, 196 Oxford Street, LEEDERVILLE WA 6007
Activity Location	Various youth and community organisations throughout the Perth metropolitan area, with occasional regional travel
Position reports to	YEP Project Coordinator
Direct reports	Nil
Key relationships	Internal – Other YEP Crew members, the YEP Project Support Officer, the YEP Project Coordinator, other YACWA staff External: Young people across WA, youth and community organisations, SHBBV services, LGBTI services, services for refugee and migrant young people, ATSI services, disability services, schools and tertiary educational institutions
About YACWA	The Youth Affairs Council of Western Australia (YACWA) is the peak non-government youth organisation in Western Australia. YACWA operates primarily as a human rights organisation that seeks to address the exclusion of young people in a rapidly changing society. YACWA is widely respected and has a strong and diverse membership which includes policy makers, academics, youth workers and, importantly, young people who are all passionate about achieving positive and meaningful outcomes for the children and young people of Western Australia.
About the YEP Project	<i>'YEP aims to EDUCATE, EMPOWER and positively EVOLVE young people's perceptions, attitudes and behaviours around sexual health & blood borne viruses (SHBBV)'</i> The Youth Educating Peers (YEP) Project has two main roles 1) to build the capacity of the youth sector to meet the sexual health and wellbeing needs of young people in WA 2) to provide relationship, sex, sexuality and SHBBV educational information to young people through a peer-based model. We deliver our peer-based model by hiring young people and training them in youth friendly SHBBV content – we call these trained young people the YEP Crew.
About the YEP	The YEP Crew consists of two part-time and two casual staff aged 18

Crew	to 25. The YEP Crew provide sexual health, relationships and blood-borne virus education through a range of creative, engaging, and interactive strategies. This includes facilitating workshops at youth centres, or residential settings or holding stalls at schools, community fairs and so on. The YEP Project Support Officer provides mentorship to the YEP Crew and co-delivers and supports the YEP Crew's peer-education work. The YEP Crew also receive SHBBV and related training and attend regular team meetings.
Position context	The YEP Project Support Officer will work closely with the YEP Project Coordinator to reach all deliverables of the project, namely enhancing the capacity of the youth sector around SHBBV issues and developing youth friendly content on SHBBV issues. The YEP Project Support Officer acts as a senior member of the YEP crew in providing direct youth services; through the provision of engaging activities in the community.

KEY TASKS

- Co-develop, deliver and evaluate youth SHBBV education workshops and presentations, primarily at various youth services in the Perth metropolitan area (and occasionally regionally)
- Lead the facilitation and delivery of youth workshops and expos
- Support and mentor the YEP Crew
- Work with the Project Coordinator and other young people to develop youth-focused social media campaigns and blogs
- Support the Project Coordinator to deliver youth sector workshops
- Support the Project Coordinator to develop resources on SHBBV related issues
- Support the Project Coordinator to evaluate project resources and workshop content
- Identify the learning needs of the YEP Crew as assist with their learning via team meetings
- Work with the Project Coordinator to maintain the YEP Project website and educational video resources on SHBBV related issues
- Be an ambassador for the YEP project, and a positive peer role model for safe, respectful and enjoyable sexual relationships
- Other duties as required

SELECTION CRITERIA

You must be between the ages of 18 and 24 at the time of application and be able to commit to the following:

- Being part of the project for a minimum of one year
- Be willing to participate in workplace training (approx. 2 days) at the beginning of employment.
- Have valid working rights for the position
- Hold a current Working with Children Check or be willing to obtain one if successful

Essential:

- Knowledge of and/or lived experience of key youth issues in the community – especially those that are related or relevant to youth sexual health
- Ability to work in an inclusive ethos; where harm reduction and sex positivity is the focus
- Strong interpersonal skills, with the ability to engage with a variety of young people on a variety of topics related to sexual health
- Good written communication and planning skills

- Strong facilitation skills
- Demonstrated ability to work with a wide range of stakeholders
- The ability to work autonomously and in a team as a senior member

Desirable:

- A valid WA driver's license and own car
- Qualifications (or working towards) in community services, youth services, sexology or a related field
- Experience providing relationship, sex, sexuality and/or SHBBV information or support
- Experience in delivering youth activities and educational resources
- Experience in developing social media campaigns and/or blog content
- Experience working with LGBTIQ+ young people, ATSI young people, young people from refugee and migrant backgrounds, young people with disabilities and young people in regional areas

The YEP Project is strongly committed to diversity and inclusion. Aboriginal and Torres Strait Islander young people, young people from refugee and migrant backgrounds, LGBTIQ+ young people and young people with disabilities are STRONGLY encouraged to apply. Please advise of your status (if you wish) in your cover letter so that we may continue to employ a diverse team.

TO APPLY

Applications should be sent via email to Lorna Graham-Geraghty, YEP Project Coordinator on yep@yacwa.org.au with the subject title 'YEP Project Support Officer application' and must include the following:

- A cover letter that specifically addresses the selection criteria (no longer than three pages)
- A copy of your resume/CV
- Contact details of at least two referees that could provide comment on your suitability for this role

**Applications that do not include ALL three components will not be considered.
Applications close midnight Thursday 19 September 2019.
Interviews will occur 24th and/or 27th of September 2019.**

Enquiries about this role should be directed to: Lorna Graham-Geraghty, YEP Project Coordinator via email on yep@yacwa.org.au

For more information visit our website theyeproject.org.au and our Facebook page www.facebook.com/yepcrew/