

## Position Description – Administration and Social Media Officer

<b>Portfolio</b>	Operations
<b>Positions available</b>	1
<b>Time commitment</b>	3 hours per week (Please note this may vary by 2-3 hours depending on the time of year)
<b>Position Reports To</b>	Senior Coordinator – Operations
<b>Roles supervised by this position</b>	N/A
<b>Applications close</b>	5:00PM AWST Monday 8 <sup>th</sup> January
<b>Application link</b>	<a href="https://bit.ly/TaskforceApplication">https://bit.ly/TaskforceApplication</a>

### Purpose of Position

This role is primarily responsible for keeping records and producing key documents for the Youth Parliament program and providing administrative support to staff and volunteers as required.

### Who we are looking for:

The following responsibilities will need to be demonstrated in the application period to be considered for Taskforce:

1. **Organisational abilities:** We are looking for someone who is organised and proactive, with an emphasis on keeping on top of workloads and meeting deadlines.
2. **Teamwork and leadership:** We are looking for someone who can work effectively with others and develop new ideas in collaboration with the rest of the team.
3. **Professional ambassadorship:** We are looking for someone who can conduct themselves professionally throughout the program, including when engaging with stakeholders, participants, staff and other volunteers.
4. **A commitment to young people:** We are looking for someone who is passionate about working with young people and wants to create a safe environment for our participants to thrive. All successful Taskforce members must be willing to obtain a Working with Children Check and undergo a Police Check, and must ensure they are always upholding safeguarding requirements.

The following are not mandatory but are desired qualities:

1. Political knowledge and familiarity with parliamentary processes
2. Residential camping experience
3. Facilitation experience for small and large audiences
4. Experience in program development and design
5. Experience in online facilitation and logistics.

You must be over 18 years old by 1 March 2024 and reside within Western Australia.

### Your Volunteer Rights

- To work in a healthy and safe environment
- To be engaged in accordance with equal opportunity and anti-discrimination legislation
- To be adequately covered by insurance
- To be given accurate and truthful information about the organisation for which you are working
- To be given a copy of the organisation's volunteer policy and any other relevant policies/procedures
- Not to fill a position previously held by a paid worker
- Not to do the work of paid staff during industrial disputes
- To have clarity of the requirements of the responsibilities and working hours
- To be provided with orientation to the organisation
- To have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- To be provided with sufficient training to undertake tasks
- Say 'no' when you cannot commit to a task.

### Your Volunteer Responsibilities

- Be reliable
- Respect confidentiality
- Be accountable
- Be committed to the organisation
- Undertake training as requested
- Ask for support when you need it
- Value and support other team members
- Carry out the work you have agreed to do responsibly and ethically
- Notify the organisation as soon as possible of absences
- Adhere to policies and procedures
- Look after your own health and safety
- Not do anything that will harm you or those around you.

### Commitment Expectation

As a member of Taskforce, you must be able to meet the following expectations of the 2024 program:

- Attend monthly Taskforce meetings, dates to be confirmed at the first Taskforce meeting
- Attend team meetings, to be arranged and confirmed after appointment
- Ensure all communication is appropriate and timely
- Complete all work assigned and agreed to at a professional and timely standard
- Attend the following program commitments:
  - Taskforce Training – Saturday 20<sup>th</sup> January and Saturday 2<sup>nd</sup> March
  - Participant Training Days – Saturday 20<sup>nd</sup> April, Saturday 25<sup>th</sup> May and Saturday 22<sup>nd</sup> June
  - Residential Camp – Sunday 7<sup>th</sup> July – Friday 12<sup>th</sup> July
- Complete a MEL feedback interview, which will conclude your Taskforce obligations.

### What You Will Get Out of It

As a Y WA Youth Parliament Taskforce volunteer, you will be provided:

- Be part of a program that seeks to empower and inspire young people
- See the impact you can have on young people you work with
- Complete Mental Health First Aid and First Aid qualifications
- Develop your professional and interpersonal skills in a workplace environment
- Participate in comprehensive training around facilitation, teamwork, and leadership

- Access to the Y WA's Employee Assistance Program.

## **Duties & Responsibilities**

### **General Duties**

- Act as the 'secretary' for Taskforce meetings, including:
  - Collecting agenda items from Taskforce and staff prior to the meeting
  - Producing an agenda prior to the meeting being held
  - Recording minutes during Taskforce meetings
  - Circulating minutes to all Taskforce members after the meeting has concluded
- Maintain the participant and Taskforce Microsoft Teams, including:
  - Updating teams with new versions of documents, as required
  - Troubleshooting issues with the functioning of Microsoft Teams
  - Assisting the Program Coordinator with the posting of weekly updates, as required
- Assist in delivering Microsoft Teams training to participants and Taskforce members
- Participate in clerical tasks in preparation for the training days and residential camp, including producing information and training booklets, organising name tags and sorting satchels / bags
- Provide support and assistance to the Communications Officer, including:
  - Assisting in taking photos during YP events and Camp
  - Assisting in the creation and posting of materials on the YP social media pages
  - Assisting in the planning of social media posts to the YP social media pages.
- Provide a report of recent activities at each Taskforce meeting
- Provide support and assistance to the Senior Coordinator Operations as required

### **Advisor Duties**

- Initiate and maintain contact with members of your committee throughout the program
- Guide your committee through the brainstorming, research, ideas development and writing stages of the Bill and amendment process (including using correct Bill format)
- Work to ensure your committee works collaboratively and cohesively, and ask for help from other Taskforce members or the Program Coordinator as required
- Take responsibility for the selection of your committee's supporting and refuting ministers

### **Duties during YP Camp**

- Record minutes during daily Taskforce debrief meetings
- Post updates on Microsoft Teams as required
- Participate in all rosters of Taskforce duties as required
- Provide support and assistance to fellow Taskforce members and Y staff as required

**DISCLAIMER:** *The information contained in this position description is intended to describe in general the nature and level of work being performed by the volunteer in the assigned position and is not an exhaustive list of all responsibilities, duties, or skills required. From time to time, the volunteer may be required to perform duties outside of their normal responsibilities as required and as directed.*

### **Selection Criteria**

- Highly organised and capable of managing strict deadlines
- Ability to produce documents of high quality
- Strong eye for detail and ability to proofread content and pick up errors
- Prior experience with Microsoft Teams is desirable
- Ability (or willingness to develop the skills required) to complete all duties as listed above
- Excellent proficiency in Microsoft Office, or willingness to develop
- National Police Clearance and Working with Children Check (or willingness to obtain).