

## Position Description – Communications Coordinator

### Purpose of Position

This role primarily facilitates communication between the Youth Parliament program and the wider community by way of social media, newspapers/radio/television and other mediums. You are also responsible for planning, managing and overseeing all communication between the Youth Parliament program and participants to ensure that all communications maximise the experience for participants.

### Duties & Responsibilities

#### General Duties

- Work with the Program Coordinator to manage all aspects of the Youth Parliament Facebook page
- Liaise directly with youth leaders and ministers for the purpose of gathering information for leadership 'profiles' to be published on Facebook throughout the year
- Ensure that all Youth Parliament Facebook and online content is consistent with YMCA brand guidelines
- Assume the role of chief photographer on camp and at all Youth Parliament events
- Help connect Youth Members with media opportunities in the community (e.g. community newspapers and radio) with the assistance of the YMCA Marketing Department who may administer media training to yourself and/or participants as required
- Work with the Operations Team and Education & Training Coordinator to plan and deliver training and engagement activities (including online videos) in the lead up to the YP Camp
- Work with YMCA staff and other Taskforce as appropriate to generate ideas for and participate in delivering a plan for engaging the wider community with the program
- 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 Bill and amendment creation (including using correct Bill format)
- Act as an impartial party in Committee operations, ensuring the group works collaboratively and cohesively
- Plan and implement a process for deciding your Committee's Ministers/Shadow Ministers

#### Duties during YP Camp

- Publish daily photos/posts recapping the day's activities in Parliament and on camp

- Facilitate any projects/activities for promotional/PR purposes as requested by YMCA staff
- Participate in all rosters of Taskforce duties as required
- Provide support and assistance to fellow Taskforce members and YMCA staff as required

#### **Duties to YMCA WA**

- Commitment to YMCA WA's Environmental Policy
- Commitment to YMCA WA's Social Media Policy
- Understand and work under the guidelines of the YMCA WA Safeguarding of Children and Young People Policy and Code of Conduct
- Ensure compliance with all relevant YMCA WA OS&H practices
- Take reasonable care for your own health and safety and for the health and safety of others
- Cooperate with YMCA WA with respect to legislative occupational health and safety requirements and relevant YMCA WA Health and Safety Policies
- Provide a National Police Certificate or consent to YMCA WA obtaining a Volunteer National Criminal Record Check on your behalf
- Obtain a Working with Children Check (as required under Section 6 of the *Working with Children (Criminal Record Check) Act 2004*)

#### **Selection Criteria**

- Experience in or strong enthusiasm for public relations, communications and/or digital media
- Ability (or willingness to develop required skills) to complete all duties as listed above
- National Police Clearance and Working with Children Check (or ability to obtain)

#### **Agreement:**

*I have read and understood the above Position Description and I agree to undertake the role.*

\_\_\_\_\_  
Volunteer Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date