

Position Description – Education & Training Coordinator

Purpose of Position

This role is responsible for planning, developing and distributing/delivering training to ensure that Youth Members of Parliament are aware of the knowledge, skills and other information needed to participate in the Parliamentary program.

Duties & Responsibilities

General Duties

- In consultation with the Parliamentary Team and Communications Coordinator, develop a plan to train YMPs on Training Day around Bill writing
- Lead the delivery of the Training Day workshop (including creating any resources if required by the Program Coordinator)
- In consultation with the Parliamentary Team and Communications Coordinator, develop a plan to train YMPs on the first day of Camp around Parliamentary process and etiquette
- Lead the delivery of the camp Parliamentary training session (including creating required resources)
- Working closely with the Program Coordinator, develop information for the YMP Training Pack to prepare YMPs for Bill writing and Parliament
- Work closely with the Communications Coordinator to provide training updates to YMPs as appropriate (particularly through online videos and social media)
- If required by the Program Coordinator, develop information for the YMP Parliamentary Handbook to train YMPs for Parliament

Other duties in 'quiet time' i.e. periods where education related activities have ceased

- Assist the Recreation Coordinator in planning, developing and administering recreation activities for residential camp

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

- Deliver training to YMPs as appropriate, with help from the Parliamentary Team

- Watch Parliamentary proceedings and provide individual and group feedback around adherence to procedure and etiquette rules
- 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 Health and Safety Policies
- Provide a National Police Clearance or consent to YMCA WA obtaining one 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 education/training
- Experience in, or strong enthusiasm for, delivering training to groups of young people in effective and innovative ways
- Ability (or willingness to develop required skills) to fulfil all duties as listed above
- National Police Clearance and Working with Children Check (or willingness to obtain)

Agreement:

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

Volunteer Name

Signature

Date