

## Position Description – Senior Coordinator Parliamentary

<b>Position Reports To</b>	Program Coordinator
<b>Other roles supervised by this position</b>	Legislation Coordinator; Legislation Officer; MP Liaison Coordinator; Education & Training Coordinator; Sponsorship Coordinator; Advisors

### Purpose of Position

This role is responsible for the implementation and oversight of all parliamentary and legislation aspects of the Youth Parliament program.

### Duties & Responsibilities

#### Duties related to Taskforce

- Supervise and support the Parliamentary Team and Advisors to complete their roles
- Provide training to all Taskforce members about the requirements of the roles they will undertake in Parliament, such as:
  - Sergeant-at-Arms
  - Usher of the Black Rod
  - Clerk 1
  - Clerk 2
  - Floor
  - Gallery
- Participate in meetings with the Program Coordinator and Senior Coordinator Operations, as required
- Assist Program Coordinator in the planning and delivery of training for Advisors as required
- Assist, supervise and support Advisors to guide their committees through the bill writing process and amendment writing process
- Assist, supervise and support the Legislation Coordinator and Legislation Officer to format Bills and amendments ready for publishing online and in the Parliamentary Handbook
- Assist, supervise and support the MP Liaison Coordinator to engage Members of Parliament in the program
- Work with the Communications Coordinator and Education & Training Coordinator to develop and implement a plan for online training and engagement of Youth Members of Parliament before the YP Camp
- Create a roster of Taskforce duties during Parliamentary sitting times
- Provide a report of recent activities at each Taskforce meeting

### **Duties related to participants**

- Participate in the selection panel for Youth Members of Parliament, and assist in allocating those selected to electorates and Committees
- Lead the Parliamentary Team in delivering training to YMPs, working closely with the Education & Training Coordinator
- Act as the 'Returning Officer' for the Youth Parliament Election, putting all systems and procedures in place and carrying them out
- Work with the Program Coordinator to provide/update content in the parliamentary sections of the Training and Parliamentary Handbooks as required

### **Duties during YP Camp**

- Participate in all rosters of Taskforce duties as required
- Provide support and assistance to fellow Taskforce members and YMCA WA 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 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**

- At least one year's prior experience on Taskforce
- Good understanding of the Youth Parliament legislation format and process for creation
- Good understanding of Youth Parliament parliamentary procedures and etiquette
- Ability to complete, or willingness to develop skills required to complete all duties as listed above
- Strong supervisory skills
- Ability to complete tasks within deadlines and work under pressure
- Excellent proficiency in Microsoft Word, or willingness to develop Word skills
- 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.*

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Volunteer Name

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Signature

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Date