



St Vincent de Paul Society
NSW
good works

**CENTRAL COUNCIL YOUTH REPRESENTATIVE
ROLE STATEMENT**

August 2018

OVERVIEW

This volunteer role represents the voice of young volunteers and members of the Central Council. The Youth Representative sits on the Central Council and has the rights and responsibilities of a Member of the Council, along with Regional Presidents. This role is expected to participate fully in all Central Council meetings and decisions, and provide considered advice on issues relating directly to youth engagement within the Society as well as other Central Council-specific matters. This role involves keeping the Central Council informed and challenged on youth and young adult issues. This volunteer position aims to provide a link between the activities of the State and Central Council Youth Teams (including respective Young Adult Conferences and school works) and Central and Regional Councils. This position provides a leadership and formation opportunity for a young adult member.

REPORTS TO

Central Council President; State Youth Representative.

KEY RESPONSIBILITIES

Young Adult Conferences

1. Promote and support the activities of Young Adult Conferences in the relevant Central Council area.
2. Liaise with and support Young Adult members, identifying their needs and goals, in order to engage and retain young members.
3. Engage Young Adult members through activities such as: welcoming events and introductions; getting to know their interests and drive; inviting them to attend key events, and; arranging gatherings of young members.

Schools

1. Promote and support the engagement of schools (with the Society) in the relevant Central Council area.

Central and Regional Councils

1. Sit on the Central Council as a youth representative and voting member.
2. Attend Central Council Meetings (and Regional when needed) to represent Young Adult Conferences in the area, school engagement in the area, and the youth initiatives and programs within the State.

Stakeholder relationships

1. Work collaboratively with all members of the Society, and extensively with the relevant Central Council Leadership and Regional Councils.
2. Work collaboratively with the State Youth Representative and contribute to the State Youth Team.
3. Liaise and consult with Central Council staff, volunteers and members in order to understand and advocate for their needs, wishes, interests, issues and ideas.
4. Liaise and work with State Support Office staff so as to offer direction and assistance with all youth issues, programs and directives.
5. Act as a conduit between the relevant Central Council and the young members that operate within it, sharing between both their ideas, decisions, and thoughts.

Contribute to the organisational culture

1. Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society.
2. Respect the Catholic values inherent within the mission of the organisation and the expression of spirituality and reflective practice in the workplace
3. Actively support the relevant policies and procedures of the organisation.
4. Actively participate in meetings as agreed for the role.
5. Comply with the St Vincent de Paul Society policies, practices, procedures as set out in The Rule, the Code of Conduct, and documents endorsed by the State Council of NSW.
6. Take reasonable care for your own safety and that of others that may be affected by your actions.
7. Identify and report hazards within 24 hours of them occurring, and manage day to day risks in line with policy and procedures.
8. Be familiar with and uphold the Safeguarding Children and Young People Policy and child safe practices of the Society.

ESSENTIAL CRITERIA

1. An active member of the Society.
2. Prior experience working in the Society as a volunteer or as a member of a Young Adult Conference.
3. A strong commitment to and understanding of social justice, serving others, and the ethos of the Society.
4. Able to build rapport and form strong relationships with members and volunteers of all ages.
5. Able to work between meetings to plan, track and engage in activities to support the development of youth engagement.
6. Able to work collaboratively to achieve common goals.
7. Excellent organisation and communication skills.
8. An understanding of the Society, including the Rule, its structure and policies relating to members and volunteers, or willingness to learn.
9. Able to attend Central Council meetings, State Youth Team meetings, and meet with youth staff when needed, as well as actively participating via email communications to give input, add to discussions, read minutes and arrange alternate meeting times where necessary or unable to attend.

SUPPORT AND OPPORTUNITIES

1. Join a network of Youth Representatives in Central Councils across NSW and Australia and work alongside the State Youth Representatives.
2. Work closely with, and be supported by, the Central Council President.
3. Inspire and influence positive change at a strategic level.
4. Build relationships and networks with a broad range of people, including a mentoring relationship.
5. Access to training and skills development opportunities relevant to the role.
6. Grow leadership skills.
7. Gain insight into the works of members and volunteers across NSW.
8. Be part of a high performance team committed to improving the lives of people in greatest need.

SCREENING

All volunteer positions are subject to a Working With Children Check and National Criminal History Check.

TERM OF OFFICE

The term of appointment for a Central Council Youth Representative is aligned to that of the Central Council President. Should a Youth Representative be appointed mid-term, their appointment will align with the remainder of the President's term.