



Position Title: Senior Youth Advisor	
Date:	April 2019
Location:	Lower Hutt
Hours:	Full Time
Contract Type:	Full time permanent
Reports to:	Manager, YOUth INSPIRE

OUR VISION

A better Aotearoa for all, by developing tomorrow's workforce – stronger young people, whanau and communities.

INTRODUCTION

YOUth INSPIRE's primary objectives are to provide meaningful pathways, for young people under 25 that need us the most by building successful pathways into education, training and employment.

We work young people that need us the most, in communities where there is high youth unemployment.

YOUth INSPIRE is a relatively young organisation in Wellington and was initiated as a response to community concerns around youth unemployment, suicide and crime. We have developed strong relationships with community leaders, business leaders, central and local government to help us develop solutions to transition young people into employment.

POSITION DIMENSIONS

Number of people reporting directly to you:	Nil
Total number of employees under your control:	Nil
Operating budget:	Nil

Capital budget:	Nil
Comments of any changes likely within 12 months: YOUth INSPIRE is dependent on several funding organisations which may affect change within YOUth INSPIRE.	

PURPOSE OF THE ROLE - SENIOR YOUTH ADVISOR

Reporting directly to the Manager you will deliver and facilitate a Youth Employability Programme and work alongside key stakeholders to transition people under 25 into further training, education or employment.

As YOUth INSPIRE is a relatively new entity and is evolving quickly, aspects of the Youth Advisor's role and responsibilities will also evolve over time. For this reason, an adaptive and flexible Senior Youth Advisor will be essential.

Key Responsibilities

The Senior Youth Advisor is responsible for the following functions:

- Professional and purposeful engagement with young people
- Delivery of all aspect of our Youth Employability Programme – Licence to Work
- Follow the YOUth INSPIRE Pathway Process to ensure best possible outcomes are achieved
- Manage and/or contribute to outcomes for young people in our Ministry of Social Develop (MSD) contract
- Report writing
- Creating and assisting with CVs, job searching, interviews, and any other support our young people may require
- Keep accurate records of all contact with young people
- Record data on the Access Client Database
- Attend facilitator training courses as required
- Support youth to navigate the Work and Income system
- Assist with events and any other programmes
- Provide in-work support to young people that are placed into work experience and employment
- Good knowledge of training and education options for pathwaying young people into learning
- Develop strong relationships with stakeholders, community organisations and businesses
- Assisting with content for the Website and Facebook page
- Other duties as required

Compliance and Safety

- Identify and report hazards to the Manager.
- Maintain a safe working area, ensuring customers and visitors are not exposed to unnecessary risks.

Abide by appropriate legislative obligations by ensuring these are discharged in accordance with the correct procedure to minimise the risk to the Trust of non-compliance.

- Uphold the principle of Equal Employment Opportunities as well as "the good employer"
- Have a clear understanding of responsibilities under the Health and Safety in Employment Act.
- Demonstrate a clear perception of the intent of, and commitment to, the application of the principles of the Treaty of Waitangi.
- Ensure applicable guidelines from funders, the Trust’s financial services provider, IRD, auditors are adhered to.

Delegated Authority

DECISIONS EXPECTED
Authorise purchases, payment of accounts that are within budget: Nil

Relationships

INTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Manager • Chair and Trustees • Staff • Youth • Whanau
EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Youth • Work and Income staff • Staff of HCC, Mayor, Councillors and Community Board/Community Committee Members • Stakeholders and Businesses • Relevant community groups and organisations • Members of the general public • Others

Experience Requirements

- Previous experience working with youth (minimum of 2-3 years)
- A qualification in Youth Work; Education; Social Work or similar (not essential but preferred)
- Strong communication skills both written and verbal
- Prioritising tasks when there are competing demands
- Able to facilitate and coordinate youth programmes
- Full Driver's License
- Excellent relationship management skills
- Shows strong relatability skills to youth in our communities
- Intermediate skills using the Microsoft Suite this includes Excel; Word & Outlook Email, Calendars & Access

Personal Attributes

- Passionate about helping young people to have a brighter future
- Ability to use initiative and make sensible decisions
- Leads young people by setting good examples
- Honest
- Influences and inspires others
- Self-confident and respectful
- Cultural awareness

Technical Competencies

Competency	Description
Understanding the Working Environment	Demonstrates an understanding of the Trust, its vision, customers, businesses and processes and the opportunities.
Community Awareness	Bases decisions and actions on a thorough understanding of the character and culture of the community.
Te Tiriti o Waitangi	Demonstrates recognition of the importance of Te Tiriti o Waitangi Charter and applies these principles to work practices.
Ara Taiohi	Understands and is guided by Ara Taiohi's mission, which is to support people who work with young people, and thereby enhance youth development so that young people thrive.
Political Acumen	Appreciates the political nature of working in partnership with high profile organisations.
Administrative Efficiency	Successfully manages administrative systems and functions in an efficient and accurate manner. Understands the need for attention to detail, can prioritise workload and use systems and resources appropriately.
Analytical Thinking Problem Solving	Comprehends a situation and breaks it down into components, identifying key or complex issues. Can interpret and link information to resolve problems.
Strategic Thinking	Understands rapidly changing trends, threats, strengths and weaknesses. Ensures alignment with the Board's vision and values