



Position Title: Youth Advisor	
Date:	October 2020
Location:	Wainuiomata and Taita
Hours:	Full-Time
Reports to:	General Manager, YOUth INSPIRE

OUR VISION

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

“Our Youth, Our Future – Rangatahi mai ki te Rangatira”

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 with young people in communities where there is high youth unemployment.

YOUth INSPIRE is a relatively young organisation in Lower Hutt and was initiated as a response to community concerns around youth unemployment and to increase the positive impact on the lives of rangatahi. We have developed strong relationships with community leaders, business leaders, central and local government who partner with us to help develop pathways for youth to succeed.

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: YOUth INSPIRE is dependent on several funding organisations which may affect change within YOUth INSPIRE.	

PURPOSE OF THE ROLE – YOUTH ADVISOR

Reporting directly to General Manager, you will help transition young people into employment, further training and education, as well as help deliver and facilitate our Youth Employability Programme. You will work alongside key stakeholders, training and education organisations as well as employers.

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 Youth Advisor will be essential.

KEY RESPONSIBILITIES

The Youth Advisor is responsible for the following functions:

- Follow the YOUth INSPIRE Pathway Process to ensure best possible outcomes are achieved for our ranagatahi
- Coordinate and facilitate our Youth Employability Programme
- Ability to identify what the barriers to employment are for individual youth and support them to overcome these barriers
- Work with the Engagement & Partnership Manager for any work experience or employment opportunities
- Professional and purposeful engagement with young people
- Teach our youth how to write CVs and Cover Letters; job search, apply for jobs; interview preparation; personal presentation, and any other support our young people require to transition into employment
- Keep accurate records of all contact with young people
- Record data on the Client Database
- Attend facilitator training courses as required for our Youth Employability Programme
- Liaise with Work & Income and support youth to navigate the Work and Income system
- 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, schools and whanau
- Assist with events and any other programmes
- Assist with content for the Website and social media sites
- Other duties as required

COMPLIANCE AND SAFETY

- Identify and report hazards to the General 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 Te Tiriti o 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

- General Manager
- Senior Youth Advisor
- Engagement and Partnership Manager
- Staff
- Youth
- Whanau
- Chair and Trustees

EXTERNAL RELATIONSHIPS

- 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/whanau
- Others

EXPERIENCE REQUIREMENTS

- Shows strong relatability skills to youth in our communities
- Has worked in a professional capacity for at least four years
- Strong communication skills both written and verbal
- Facilitation and coordination of training programmes
- Full Driver Licence
- Excellent relationship management skills
- Intermediate skills using the Microsoft Suite this includes Excel; Word & Outlook Email, Calendars
- A qualification in Education; Youth Development; Social Work or similar is advantageous but not essential
- Familiarisation with CRM ideal but not essential

PERSONAL ATTRIBUTES

- Passionate about helping young people to have a brighter future
- Leads by setting good examples
- Operates with integrity
- Ability to use initiative and make sensible decisions
- Shows a willingness to learn
- 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