

# Position Description

## Youth Community Partner

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**This Position Description has been prepared by the Grit and Resilience Program in consultation with Upper Hume Primary Care Partnership.**

### **About the Grit and Resilience Program**

The Grit and Resilience Program is a four-year program taking a community-driven approach to better understand and address mental health and community wellbeing within the Wangaratta municipality.

Delivery of the program is facilitated by the Rural City of Wangaratta's Grit and Resilience Program Coordinator and is governed by a Consortium of representatives from the Rural City of Wangaratta, Northeast Health, Gateway Health, Victoria Police, Albury Wodonga Health, the Department of Families, Fairness and Housing, headspace Wangaratta and the Albury-Wodonga Aboriginal Health Service.

Mental health and wellbeing have been identified as a major issue for Rural City of Wangaratta communities and families. In recent times, the vulnerability, isolation, range and complexity of mental health experiences within our community have been highlighted, with strong community advocacy securing funding for the Grit and Resilience program as a result.

The Grit and Resilience Program Mission is to *“build a mobilised community that will change the environment in which we live.”*

The priority of the Program is to work with communities to build the Grit and Resilience of all people within the Wangaratta community to achieve long term, sustainable and transferable positive outcomes.

The program is evidence informed and will use a Collective Impact Approach to co-design a series of community-based interventions, supports and resources.

The Grit and Resilience program values are as follows:

- We are community focused, led and designed.
- We strive to ensure that our activities are relevant to the entire local government area.
- We recognise the interdependence of wellbeing across our community and that social and environmental determinates of health are critical.
- We will actively work together.
- We support and facilitate inclusion and acceptance.
- We will communicate with each other and all members of our community with respect, honesty and in good faith.

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### About the Youth Community Partner Role

The Grit and Resilience Youth Community Partner approach reflects evidence informed frameworks supporting:

- 1) Formal involvement of young Community members in the governance and decision-making structures of community development programs.
- 2) The use of multiple public participation activities such as focus groups, steering groups and working groups to engage a cross-section of community members including marginalised people.

### Qualifications and experience

An ideal Youth Community Partner will:

- 1) Be aged between 12-24 before the application closing date.
- 2) Have some experience and/or understanding of the Rural City of Wangaratta community environment.
- 3) Evidence of community connections within the Rural City of Wangaratta.
- 4) An interest in developing leadership experience and in representing their peers within the Rural City of Wangaratta.

### Key responsibilities of Youth Community Partners

Along with the responsibilities outlined in the Grit and Resilience Community Partnership Approach, Youth Community Partners will participate as equal partners within the Consortium.

The Youth Community Partner's responsibilities include:

- Participation as an equal in all Consortium meetings.
- Providing a community perspective on matters considered by the Consortium.
- Ensuring the Consortium is aware of and recognises the implications for local communities in matters considered by the Consortium.
- Acting as a source of information regarding issues affecting the Rural City of Wangaratta community.
- Raising agenda items for discussion by the Consortium, for any issues which may have implications for the Program.
- Contributing to robust, transparent decision-making which aligns with the values of the Grit and Resilience Program.
- Working collaboratively with other agencies and individuals towards common goals as outlined in the Vision and Mission, in accordance with the values of the Grit and Resilience Program.
- Actively contributing to guiding the program's operations.
- Advocating for the Collective Impact Approach.
- Learning from others and sharing knowledge.
- Maintaining confidentiality of all items discussed.
- Prioritising the interests of the community, and of the Grit and Resilience Program ahead of personal interests when representing the Consortium.
- Opt-in to leadership and mentoring opportunities as outlined within the Community Partnership Framework.



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### Time commitment

#### 1) Meetings

The Grit and Resilience Program will offer 'Voluntary Gift Card Honorariums'\* for attendance to the meetings listed below.

- a) Consortium meetings are held once a month (third Thursday of every month) for one hour (11-12 noon). Consortium meetings are currently conducted via Microsoft Teams, when COVID restrictions allow meetings are held in person and via Teams. To support effective functioning of the Consortium, regular attendance is expected of all members. As part of the Terms of Reference, if a member misses more than three meetings in a row then the process within the ToR will be enacted.
- b) Youth Community Partners are also expected to attend a Consortium briefing on the Monday prior to the Consortium meeting.

#### 2) Out of Session Commitments

Time/attendance attributed to any of the below, will not be included under the 'Voluntary Gift Card Honorariums'\*.

- a) On occasion, out of session Consortium decisions will be requested of Consortium members. These are usually conducted via email communication.
- b) Participation in leadership and mentoring opportunities within the Grit and Resilience Program are not mandatory, however highly encouraged.
- c) Nominating for a Portfolio position with the Grit and Resilience Program is not mandatory, however highly encouraged.
- d) On occasion, Consortium members are invited to speak to the media about the program or attend operational engagements.

### Appointment tenure

Youth Community Partners will be engaged for an initial 12-month period. Youth Community Partners may elect to remain on the Consortium after the initial period has lapsed, however if they choose not to, then a public expression of interest campaign will be enacted.

The 12-month tenure will align with the election timetable, along with the 12-month review process for all member agencies, as stipulated within the Consortium Terms of Reference.

### Induction and support

The following supports will be available to all Youth Community Partners:

- Induction and orientation will be provided.
- A 'Buddy' from within the Consortium will be carefully chosen to support the Community Partner in all aspects of the role. Information about this process is outlined in the Community Partner Approach.
- A leadership mentoring program is offered to all Community Partners with the aspiration of embedding a Community Partner Chair into the Consortium. Information about this process is outlined in the Community Partner Approach.
- The Employee Assistance Program (EAP), through the Rural City of Wangaratta is available to all Grit & Resilience Youth Community Partners.
- A Youth Community Partner can elect to vacate their role at any time. If a Youth Community Partner decides to vacate their role, the Consortium asks that a confidential meeting take place with a member of the Consortium to understand why the partner is leaving so that

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learnings can be used to improve the Program and to support opportunities for Community Partners.

### Reimbursement

Best practice consumer engagement guidelines include acknowledging the participation of Community Partners by offering a payment of some sort. The Grit and Resilience Program will offer 'Voluntary Gift Card Honorariums' to Youth Community Partners who are involved in the Consortium. These arrangements apply only to the position of Youth Community Partners and Community Partners.

A Volunteer Honorarium, according to the Australian Taxation Office (ATO) includes an honorary reward for voluntary services which are not assessable income and related expenses are not deductible ( <https://www.ato.gov.au/Non-profit/Your-workers/Your-volunteers/Paying-volunteers/Honorariums/>).

\*The Grit and Resilience Program will offer community partners involved in the Consortium the following honorariums:

- Gift cards (Coles Myer, prepaid Mastercard or Visa) - \$25 for meetings of up to an hour, \$50 for meetings more than an hour.
- Travel compensation in line with the ATO for people participating in meetings from more than 15kms away from the venue.
- Other out of pocket expenses – negotiated before meeting/activity.