We are looking for young people to be part of the:

**headspace Bairnsdale   
Youth Advisory Group (YAG)**

* Are you aged between 15 and 25
* Do you live, study or work in East Gippsland?
* Do you have something to say about youth mental health?

**We want you to apply!** Complete this application form & email it to [info@headspacebairnsdale.org.au](mailto:info@headspacebairnsdale.org.au)

**What is the headspace Bairnsdale Youth Advisory Group?**

headspace Bairnsdale is providing young people with the opportunity to be heard and be active around issues affecting young people.

There are several roles you can play in the headspace Bairnsdale Youth Advisory Group, including:

* Co-designing programs and events.
* Research and evaluation of headspace services.
* Consultation and representing young people on local issues.
* Peer support and mentoring.
* Representing headspace at meetings and conferences.

By getting involved you will:

* Get to have your say and direct youth mental health and wellbeing services in East Gippsland.
* Receive training opportunities, personal development and develop new skills.
* Meet and work with other young people who are passionate about youth mental health.
* Make a difference in your community and create positive social change.

**Who can apply?**

We are looking for young people aged between 15 and 25 who live, study or work in East Gippsland. We encourage you to apply if:

* You have had your own experiences of a mental health issue.
* You have had a family member or friend experience a mental health or substance use issues.
* You have utilised local youth and/or health and wellbeing services.
* You identify as Indigenous, are from a culturally diverse background, are a young man, have a disability, are neurodiverse, identify as LGBTIQA+ or have been homeless.
* You feel passionate about and interested in local youth issues.
* You can attend fortnightly meetings and some events outside of these hours.

\*applicants must have current Working with Children’s Check and undergo and obtain a satisfactory police check.

**Role Description**

**headspace Bairnsdale Youth Advisory Group member requirements**

**As a group:**

* All members must be aged between 15 and 25 years at the age of application
* Representation from the East Gippsland region
* A mix of age and genders
* Representation from Aboriginal and Torres Strait Islander young people
* Representation from different cultural and language backgrounds
* A broad range of life experience, including disability, LGBTIQA+ young people, neurodiversity, experiences of homelessness and history of mental health or substance use issues.

**As an individual:**

* Young people must be aged between 15 and 25 years at the age of application
* Have an interest and passion for mental health and other issues facing young people in East Gippsland
* The ability to work in a team and actively contribute to group discussion as well as work independently
* Understand and have respect for the importance of diversity and acceptance
* Good communication skills
* The ability to balance health (including mental health), other responsibilities like school /work/study/family and the demands of the YAG position.
* Commit to attending and contributing to monthly meetings, complete assigned tasks and occasionally attend activities or events outside of meeting times.
* Have a method to communicate with other YAG members and the YAG coordinator outside of meeting times.

*It is expected that Youth Advisory Group members commit to being part of the group for 6 months.*

**Responsibilities:**

* Participate in regular meetings (2 hours per fortnight on Tuesdays from 5pm – 7pm)
* Be prepared to undertake some training about headspace, mental health, and other related topics
* Support local headspace activities and represent headspace at community events
* Be willing to potentially speak at public functions and events or at local schools, forums, and conferences.
* Follow health and safety directions from headspace staff
* Be a positive representative of headspace Bairnsdale and the young people in East Gippsland

**Time commitment**

It is expected that you maintain regular contact with the group and outside of meetings and events. Focus groups, events and consultations will be held throughout the year and it is expected that the members will be involved in (at least) 4 per year.

**Benefits**

* Connect with other young people who are passionate about youth   
  mental health and wellbeing
* Make new friends
* Get references for your resume
* Receive training opportunities and personal development
* Develop a range of skills including working in groups, public speaking, communication skills and representing the needs of your peers
* Make a meaningful and lasting contribution to your community
* Share in the decision-making process of headspace Bairnsdale’s strategic direction and service development

**Training opportunities**

* What is headspace? (headspace induction)
* Teen Mental Health First Aid
* Youth Advocacy Training
* Active Bystander Training
* Cultural Awareness Training
* LGBTQIA+ Inclusivity Training
* Other as related to areas of interest

**Commitment**

* We require you to attend fortnightly meetings some events outside of these hours & engage virtually in between meetings (e.g., in our private Discord group). Meetings are held fortnightly on Tuesday evenings at headspace with refreshments provided.

Engineering drawing, calendar

Description automatically generated

**Code of Conduct**

**headspace Bairnsdale Youth Advisory Group member code of conduct**

Being a headspace Bairnsdale Youth Advisory Group (YAG) member is a great opportunity to promote the positive image of young people and mental health and substance use issues, including early intervention and help seeking. Your behaviour as a member of the YAG should enhance the reputation of headspace, and what it stands for as well as being considerate of other members’ needs.

**Participation**

At headspace, we recognise that you have different commitments outside of the YAG leading to different individual time and availability. If this is discussed with Liz, arrangements can be made for you to take time out from activities.

If you do not actively participate in meetings, group discussions and other events without apology or prior discussion with Liz, a review of your commitment to the Youth Advisory Group may take place.

If you wish to resign or take a break from the Youth Advisory Group; notification in writing (either email or hard copy) to Liz is required.

**Problem Solving & Dispute Resolution**

Any complaint, unresolved problem or serious dispute that involves YAG members is to be brought to Liz for resolution. If appropriate, and with the agreement of all parties, the matter may involve a mediation process. A range of mediation options will be made available.

headspace Bairnsdale reserves the right to exclude any young person if it is believed that the young person has acted inappropriately. If such steps are taken, the member’s participation with headspace will be reassessed and may mean a predetermined timeframe of exclusion from the group or immediate expulsion.

**Care and Support for YAG Members**

headspace promotes early intervention and help-seeking for mental health and drug and alcohol issues. It is therefore expected, that as a representative of headspace, you acknowledge this and you yourself seek appropriate supports when required. Therefore, if at any time you feel you need to take a break, seek help or support then headspace will respect this.

**Next steps**

Once you email your application form to [info@headspacebairnsdale.org.au](mailto:info@headspacebairnsdale.org.au) your application will be reviewed by Liz, Community Engagement Officer.

Liz will contact you via phone or email to arrange a time for an interview. The interview is an opportunity for you to find out more about the YAG as well as an opportunity for us to assess whether you will be well suited to the group. The interview will be conducted by Liz & a current YAG member.

If successful, Liz will contact you to offer you the position as a YAG member.

You will then need to complete a Working with Children’s Check and obtain a satisfactory police check (these will be at no cost to you).

You will be provided with a Welcome pack that has paperwork for you to complete.

Once you have been offered the position, accepted the offer and completed all the necessary administration – you are ready to start your journey as a member of the Bairnsdale YAG! You will be invited to an orientation meeting where you can meet all your fellow YAG members and headspace staff.

**Any questions?**

If you have any questions, please do not hesitate to contact Liz, Community Engagement Officer at headspace Sale 5184 5000 and Bairnsdale on 5141 6200 or [info@headspacebairnsdale.org.au](mailto:info@headspacebairnsdale.org.au)

**headspace Bairnsdale Youth Advisory Group   
Application form**

**Personal Details**

**Name  
  
Phone  
  
Email  
  
Address  
  
  
Date of Birth  
  
Gender  
  
Preferred   
pronouns**

Are you Aboriginal or Torres Strait Islander? (please circle) Yes No

Are you from a rural or remote area? (please circle) Yes No

Where were you born?

Do you identify as culturally diverse?

What languages do you speak at home?

Have you or someone you know had   
troubles with their mental health?

Do you identify as having lived experience with any of the following? (please circle)

Disability Neurodiverse Homelessness Alcohol/drug issues Other (please describe below)

Is this something that you would feel happy and comfortable talking about (with support)?  
 Yes No Maybe  
 (please circle)

**About you**

Please tell us a bit about yourself and something you are passionate about in your community.

Why are you interested in becoming a Youth Advisory Group member?

What skills and ideas could you bring to the Youth Advisory Group?

Are you involved in any other organisations? If yes, which ones and what is your involvement? (youth groups, volunteer, or paid work)

Parental (or guardian) consent is required for young people under 18 years of age (please discuss with Liz if this is not possible).

***I have read and understood the above headspace Bairnsdale YAG Role Description.***

***I have read and understood the above headspace Bairnsdale YAG member Code of Conduct.***

***Young person’s name***

***Signature***

***Parent/guardian’s name if under 18 years***

***Parent/guardian’s signature if under 18 years***

***Date***