

# Position Description

## headspace Youth Advisory Committee (YAC) Member

### headspace Casey/Cardinia (Narre Warren and Pakenham)

#### What is headspace?

headspace is Australia's National Youth Mental Health Organisation that was developed in 2006. The service itself operates all over the country, is funded by the Department of Health and provides support to those aged between 12-25 years of age. Headspace Casey/Cardinia is managed by Each, a community health organisation, and services those who live, work, study or play in the Casey and Cardinia regions.

#### What is the Youth Advisory Committee (YAC)?

The YAC is a group of young people who live, work, study or play in the Casey and/or Cardinia regions. This group of volunteers advocate for and act as representatives of the region to ensure that headspace services remain accessible and appropriate for those within their age group. The committee meets fortnightly to co-design, review and plan internal projects, partnerships, and local event opportunities. YAC members also support the headspace's Community Engagement Team by volunteering at local events and fundraising opportunities.

#### What will you bring to the role?

As headspace Casey/Cardinia provides support for those aged 12-25 years old, you must meet the following mandatory criteria to join the YAC:

- Be aged between 16 and 25 years
- Live, work, study and/or play in the Casey and/or Cardinia regions
- Be able to attend a one and a half hour long fortnightly meeting in person at headspace Narre Warren, with at least 75% attendance
- Have access to the internet and a smart phone
- Have an interest in matters that impact young people including mental health and wellbeing, physical health, sexual health, alcohol and other drugs, and work and study
- Volunteer at a minimum of one (1) event per calendar year

Each and headspace strongly encourage young people who identify as members of the following communities to apply; young men, Culturally and Linguistically Diverse, Aboriginal and Torres Strait Islander, and LGBTIQ+. Those with lived experience of mental health and homelessness are also encouraged to apply.

The following criteria is desirable and would support your application:

- An ability to work well in a team, and participate in group discussions
- A willingness to share your opinions about topics related to young people
- An ability to effectively manage all your responsibilities including health, work, study, family, and the demands of the YAC position.

### **What are the responsibilities of a YAC member?**

- 12-month commitment to the position.
- Attend and actively participate in fortnightly meetings from 4:30PM until 6:00PM on a Thursday at headspace Narre Warren.
- Engage in a timely manner with any communications for headspace staff related to YAC, such as replying to emails, calls and social media messages.
- Undertake relevant training as required (inclusive of mandatory online training)
- Participate actively in meetings (inclusive of YAC specific, organisational, and partnership), email correspondence and discussions via group chat
- Support local headspace activities & events
- Willingness to collaborate on social media content and occasionally appear in it
- Willingness to represent headspace Casey/Cardinia as a spokesperson at events that may include forums, conferences, presentations and media releases

### **What documentation is required to become a YAC member?**

To be a YAC volunteer you will need to complete Each's volunteer onboarding process. This includes providing the following documents or obtaining them.

- A valid Working with Children's Check (for those 18 years and older) - Each to be nominated as an interested party on the WWCC database
- A valid Police Check (completed within the last 60 days). An application/invitation will be provided by Each to complete this check. This will be at no cost to the volunteer.
- A valid international police check if you have lived outside of Australia for more than a year within the last 10 years

### **Time Commitment – Meetings**

It is expected that YAC members prioritise attendance at the fortnightly meetings and do their best to attend as many of them as you are able. YAC members are to advise if unable to join a meeting and will have their position reviewed if their attendance drops below 75%.

### **Time Commitment – Community Engagement**

YAC members will be required to attend a minimum of one (1) community engagement opportunity per calendar year. This may include, but is not limited to, community events, interview panels, and presentations.

### **Benefits of being a YAC Member**

Through involvement in the YAC, it is hoped that members will develop skills and experience in the following domains:

- Networking with local leaders, figures, and organisations
- Leadership skills, public speaking, and program development
- How non-profits, community services and mental health services operate

There will also be opportunities for education and training across the domains of mental health, Alcohol and Other Drugs, and event and community engagement.