



DEPUTY YOUTH MAYOR - POSITION DESCRIPTION

CITY OF GREATER BENDIGO

The City of Greater Bendigo's vision is *"Greater Bendigo celebrates our diverse community. We are welcoming, sustainable and prosperous. Walking hand-in-hand with the traditional custodians of this land. Building on our rich heritage for a bright and happy future"*.

The City aspires to deliver this vision by being a values-driven organisation that is guided by six values: *We Lead, We Learn, We Contribute, We Care, We Respond, and We Respect*. These values underpin the way Councillors, staff, volunteers and Youth Councillors conduct themselves.

YOUTH COUNCIL: PURPOSE

The City of Greater Bendigo Youth Council is an advisory and advocacy committee whose role is to represent the voice of young people who live, work and study in the City of Greater Bendigo (the City). The City of Greater Bendigo Youth Council is an important mechanism for consultation with young people and for providing advice to the City of Greater Bendigo Council and City staff on implementation and review of the City's *Explore, Engage, Empower - Young People in Greater Bendigo* (Youth Strategy) and broader policy and strategy development.

YOUTH COUNCIL: GOALS AND OBJECTIVES

The goals of the Youth Council are to:

- Provide opportunities for young people to have their say and influence Council policies, plans and strategies.
- Promote young people as valuable citizens who make a positive contribution to the community.
- Provide opportunities for young people to develop leadership skills.
- Provide the opportunity for Councillors to meet, hear and learn from young people.
- Provide opportunities for young people to consult with the wider community.

The objectives of the Youth Council are to:

- Represent and promote the voice of young people in the City;
- Provide a platform for young people to advocate on priorities that are important to their lives;

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- Advise the City of Greater Bendigo Council on current and emerging issues affecting young people;
- Provide opportunities for young people to influence youth-focused programs and projects delivered by the City;
- Provide a mechanism for young people to oversee the implementation of the Youth Strategy;
- Identify services gaps and opportunities for improved cooperation, coordination, and advice and feedback to young people and partnerships that will improve outcomes for young people;
- Provide opportunities for young people to have a say in the management of the YO Bendigo youth facility;
- Build a sense of civic pride about young people in the community;
- Provide opportunities for young people to be engaged in civic activities and events;
- Include young people from diverse backgrounds in decision-making processes;
- Strengthen professional development opportunities for young people; and
- Develop young people's confidence and leadership skills.

POSITION OBJECTIVES

The objectives of the position of Deputy Youth Mayor are to:

- Ensure all Youth Council briefings and meetings are conducted in an inclusive, effective and professional manner;
- Ensure that all decisions made by Youth Council are made collectively by facilitating an inclusive environment that encourages and allows all Youth Councillors to be active participants in Youth Council deliberations, decisions and activities;
- Ensure that the opinions of all Youth Councillors are heard and considered;
- Ensure that Youth Councillors and Youth Council Working Groups follow City processes and adhere to City policies and the Youth Council Terms of Reference;
- Ensure the City's six values of *We Lead, We Learn, We Contribute, We Care, We Respond, and We Respect* are imbedded in the culture of Youth Council;
- Ensure that the overall direction of the City of Greater Bendigo Youth Council is in accordance with the City of Greater Bendigo's Community/Council Plan and the Youth Strategy;

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- Ensure Youth Council and the City of Greater Bendigo is represented in public in a professional manner;
- Ensure that there is a professional relationship with The Youth Mayor, other Youth Councillors, the City of Greater Bendigo Mayor, Councillors, City Managers and City officers;
- Ensure that the Youth Council identifies priorities concerning young people;
- Ensure that the Youth Council provides current and accurate advice to Council and City staff regarding priorities concerning young people;
- Ensure that Youth Council advocates about priorities concerning young people; and
- Ensure the inclusive, effective and professional leadership of and representation of Youth Council in the absence of the Youth Mayor.

KEY RESPONSIBILITIES AND DUTIES

The key responsibilities and duties of the Deputy Youth Mayor are to:

- Chair all Youth Council Briefings and Meetings, including Special Meetings when the Youth Mayor is unavailable;
- Assist the Youth Mayor and Inclusive Communities staff to compile meeting agendas;
- Provide a Deputy Youth Mayoral report to Youth Council at each Meeting;
- Attend regular Youth Council Executive meetings with Engaged Communities staff (along with the Youth Mayor) to help ensure the effectiveness of all aspects of Youth Council;
- Represent Youth Council at City civic events and community events when requested by the City of Greater Bendigo Mayor, Councillors or City Management/staff;
- Perform the role of the lead public spokesperson for the Youth Council in the absence of the Youth Mayor;
- Participate in media opportunities when appropriate and requested;
- Help lead and work with Youth Councillors to collectively identify, develop and implement the priorities of Youth Council;
- Help provide leadership on issues impacting young people and advocate on behalf of all young people in Greater Bendigo;
- Provide advice to Council and City staff on issues concerning young people;
- Help provide leadership on the development of policies, strategies and plans that improve outcomes for young people in the community;

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- Help provide leadership on the development of written submissions and feedback to City of Greater Bendigo Council on policies, plans and strategies;
- Participate in City reference groups, advisory committees and steering committees (when requested);
- Participate in training and professional development opportunities as required, and encourage other Youth Councillors to participate in training and professional development opportunities;
- Support other Youth Councillors with their responsibilities and duties;
- Assist Engaged Communities staff with content for the Youth Council Quarterly Briefing reports to Council, and present the Youth Council Quarterly Briefing reports at Council Briefings in the absence of the Youth Mayor and/or when requested;
- Attend meetings or events with the City of Greater Bendigo Mayor, Deputy Mayor or other Councillors when requested;
- Help lead the Youth Council in its oversight of the delivery of *Explore, Engage, Empower – Young People in Greater Bendigo* (City of Greater Bendigo Youth Strategy);
- Help lead the Youth Council when it is providing advice on the youth programs provided by the City including activities in the YO Bendigo youth facility;
- Act as a role-model to other Youth Councillors;
- Assume all Youth Mayoral responsibilities in the absence of the Youth Mayor; and
- Undertake other Deputy Youth Mayoral responsibilities and duties as required.

ADDITIONAL INFORMATION

The position of Deputy Youth Mayor is a voluntary position. All Youth Councillors are registered as a City of Greater Bendigo volunteer in the City's Better Impact Volunteer Management system.

The Deputy Youth Mayor(s) will be supported with their responsibilities and duties by the Youth Mayor and Engaged Communities officers.