

# Position Description

<b>Position title</b>	Youth Advisory Group Coordinator
<b>Organisation</b>	Society of Youth Health Professionals Aotearoa New Zealand (SYHPANZ)
<b>Reports to</b>	SYHPANZ Chair and Executive Committee

## ABOUT THE ORGANISATION

The Society of Youth Health Professionals Aotearoa New Zealand (SYHPANZ) works to advocate, promote, and enhance the development of all aspects of youth health, including clinicians and practitioners, and service development and provision for young people in Aotearoa New Zealand.

**Te Ūkaipō Values Framework: Tūāpapa/Foundation for the Journey Ahead (Te Ūkaipō)**, developed by Te Rōpū Mātanga o Rangatahi (Te Tatau Kitenga) is the foundation for the mahi, in the way we work and the mahi we produce, and the outcomes for young people. Nine kaupapa Māori whanonga pono (values) with corresponding whakatauki have been gifted as guiding principles that will shape and influence practice.

### Te Whaingā/Our Goals

- To enhance development of services, appropriate to young people.
- Ensure and support young people are active participants in health service planning, development, and evaluation.
- To advocate and promote a high-quality youth health workforce.
- To collaborate with the professional bodies and colleges in the NZ and Australian health sector.
- To facilitate SYHPANZ members to meet the standards required.

## MAIN PURPOSE OF THE POSITION

SYHPANZ is looking to appoint a part time Coordinator at 0.5 FTE (approximately up to 20hours/week) for a one-year contract, with renewal possibilities, to establish and support the Youth Advisory Group and provide for their functional requirements to ensure that young people are enabled to participate fully and equally as partners in the Enhancement of School Based Health Services programme led by Ministry of Health.

Establishing a Youth Advisory Group (YAG) recognises that young people need to be significant agents of change in services that have a direct impact to their health and wellbeing. Research tells us youth-led outcomes are more successful and sustainable.

Our collaborative partnership with young people through the YAG means they can be involved in all stages of design, equal with adults. We are recognising the importance of including young people in leadership and governance, so they can educate and inspire others to act, demonstrate leadership skills, model positive behaviours for peers, communicate their opinions and ideas to others and contribute to positive development of young people and their communities.

## WHAT YOU ARE EXPECTED TO DELIVER

### Establish, coordinate and support the Youth Advisory Group

- Establish and maintain terms of reference for the Youth Advisory Group, agreed with Ministry and reviewed annually.
- Ensure membership is managed as per Terms of Reference.
- Contact and establish good working relationships with the Youth Advisory Group members as the main connection point and information source for issues related to the Youth Advisory Group.
- Provide communications support including secure communication with the Youth Advisory Group members and a comprehensive database of stakeholders completed and updated when necessary.

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	<ul style="list-style-type: none"> <li>• Youth Advisory Group meetings and support: <ul style="list-style-type: none"> <li>○ Establish, organise, and facilitate the Youth Advisory Group meetings in conjunction with chairs and as per the Terms of Reference for the Youth Advisory Group.</li> <li>○ Organise and support representatives of the Youth Advisory Group to attend meetings and conferences</li> <li>○ Provide any additional support for the Youth Advisory Group to carry out its functions, as agreed with the Youth Advisory Group.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Budget management: <ul style="list-style-type: none"> <li>○ Assist the Youth Advisory Group to achieve its functions within the Secretariat's allocated budget.</li> </ul> </li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Support the Youth Advisory Group to develop and deliver an Annual Plan that provides advice to the Ministry.</li> </ul>
<b>Communications and relationship management</b>	<ul style="list-style-type: none"> <li>• Develop and maintain relationships with the SBHS partners that are collaborative and function effectively.</li> <li>• Support development and delivery of a Communications Plan that supports the Annual Plan and the Ministry's Mahi Tahī Action Plan.</li> <li>• Act as the liaison on behalf of the Youth Advisory Group within and across government and non-government organisations.</li> <li>• Ensure communications are timely, high quality, and approved by the Ministry.</li> <li>• Support the Youth Advisory Group in networking and actively collaborating with other organisations involved in youth.</li> </ul>
<b>Analysis and reporting</b>	<ul style="list-style-type: none"> <li>• Provide high quality policy analysis and analytical support as required by the Youth Advisory Group</li> <li>• Develop papers, reports and letters, as requested by the Youth Advisory Group.</li> </ul>

### KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES

<b>Qualifications</b>	<p><b>Essential:</b> Relevant degree-level qualification in social work, community development, health promotion, public health or other relevant qualification and/or equivalent experience.</p> <p><b>Preferred:</b> Relevant Health Promotion qualification Relevant Youth Health qualification</p>
<b>Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years relevant experience working with young people in a leadership capacity, developing, facilitating and delivering a project/programmes.</li> <li>• Demonstrated experience in influencing multiple stakeholders across a complex environment.</li> <li>• Excellent ability to coordinate projects and activities with multiple stakeholders.</li> <li>• Excellent interpersonal skills with a demonstrated ability to relate to people at all levels, particularly a diverse student population, and use of tact and diplomacy when communicating with key stakeholders.</li> <li>• Demonstrated ability to analyse data, evaluate programmes and make recommendations based on analysis and evaluation.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Experience in developing and delivering leadership programmes.</li> <li>• Experience working across professional groups.</li> <li>• Experience in accurate analysis and productive report writing.</li> </ul>

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<b>Skills and Knowledge</b>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• A basic understanding of youth health in NZ.</li> <li>• Knowledge of health promotion theory and practice.</li> <li>• Demonstrated ability in planning, coordination and project management.</li> <li>• Proven experience in networking effectively and consulting with a variety of people, services and organisations.</li> <li>• Commitment to a culture of continuous improvement – always looking at what is currently being done and how results could be achieved in the most effective and efficient way.</li> <li>• Has the ability to take on a mentoring role and demonstrate empathy and understanding of students.</li> <li>• Ability to work as an effective team member, in supporting SYHPANZ vision, values, and goals.</li> <li>• Demonstrates a positive, inclusive and collegial approach and the ability to inspire and motivate others, where relevant.</li> </ul> <p><b>Skills:</b></p> <ol style="list-style-type: none"> <li>i. Communication <ul style="list-style-type: none"> <li>• Strong written and verbal communication skills, including the ability to communicate effectively to young adults, drawing their unique insight and voice and translating that into written content to raise the Youth Health profile in the Health Sector.</li> <li>• Ability to relate to and interact with people from diverse cultural backgrounds.</li> </ul> </li> <li>ii. Problem solving <ul style="list-style-type: none"> <li>• Identifying complex problems and reviewing related information to develop and evaluate options and solutions for SYHPANZ Executive and Team</li> </ul> </li> <li>iii. IT <ul style="list-style-type: none"> <li>• High level of administrative and computer skills.</li> <li>• Basic understanding of IT programs used e.g. Office, Zoom, Facebook,</li> </ul> </li> <li>iv. Time Management <ul style="list-style-type: none"> <li>• Managing one's own time and the time of others</li> <li>• Able to meet timelines</li> </ul> </li> </ol>
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KEY RELATIONSHIPS	
<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• SYHPANZ Chair</li> <li>• SYHPANZ Treasurer</li> <li>• SYHPANZ Communications Coordinator</li> <li>• SYHPANZ Executive Committee &amp; Staff</li> </ul>	<p><b>External:</b></p> <ul style="list-style-type: none"> <li>• SYHPANZ Members</li> <li>• SYHPANZ Partners</li> <li>• Stakeholders eg MOH</li> <li>• Youth Health &amp; Development Sector</li> <li>• Intersectoral Groups supporting Youth</li> </ul>

HEALTH AND SAFETY
<p><b>All staff have a responsibility for their own health and safety, and that of others who may be affected by their work and their acts or omissions.</b></p> <p>Employees will:</p> <ul style="list-style-type: none"> <li>• Ask for assistance if they are unsure what to do</li> <li>• Report any unsafe or unhealthy working conditions or any faults in equipment to the Organisation</li> <li>• Familiarise themselves with and adhere to local emergency procedures and how to provide appropriate assistance to others</li> </ul>

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## OCCUPATIONAL HEALTH

The following aspects of the role require a good level of health and fitness, or involve risks to health in some pre-disposed individuals, and require referral for a pre-employment health assessment and/or ongoing health surveillance.

## QUALITY AND RISK

- Assist in formulating and reviewing standards, policies and procedures
- Contribute to the identification of possible research/quality projects and participate in the development, implementation and evaluation of proposals.
- Undertake audits as set out in business plans.
- Participate in youth research within the service.
- Work within the relevant legal and ethical frameworks.

### Budget Expenditure

- No authority to commit to expenditure.

### Correspondence

- No authority to sign external correspondence