



YMCA Victoria
**YOUTH
PARLIAMENT**

Executive Application Pack



About Youth Parliament

Youth Parliament is an annual residential program run by the Y Victoria that draws together 20 teams (each comprised of 6 young people aged 16-25) from across Victoria to advocate for issues that matter to them. Across the span of 5 months, participants will learn about the Victorian legislative system, develop advocacy and community leadership skills, and create and debate their own proposed legislation on an issue they are passionate about.

The program is delivered in three blocks:

Off-Camp

Held via online and in-person meetings, participants meet with their dedicated Mentor from the Training team to develop their Bill (proposed state legislation), and begin learning the debating structure of Parliament.

Participants also have the opportunity to be connected to a stakeholder in their issue to meet and discuss their Bill and gain industry insight to aid in their advocacy journey.

Participant Training Weekend

The first residential camp which brings together participants and Taskforce to meet and begin to build community. Over the weekend, participants will:

- continue to learn and practice the parliamentary debating structure;
- develop their own skills in media, leadership, public speaking, & communication;
- be interviewed by the Youth Press Gallery journalists on their Bill;
- and participate in recreation sessions designed to challenge them and develop their soft skills

Week of Youth Parliament

The final residential camp which culminates all prior learning and work, and includes:

- 3 sitting days at Parliament House in Melbourne for debating and voting on teams Bills;
- recreation sessions designed to develop participants' soft skills;
- and experiential sessions to challenge and expand the participants' perspective of themselves, others, and the world

Program Objectives:

- To provide a State forum for young people to express their views on the State of Victoria;
- To provide the State Government with 'Bills' which are an expression of young people's concerns and expectations, and which can be acted upon by the Government;
- To develop in young people, an interest and understanding of Victorian parliamentary history, etiquette and procedure;
- To develop public speaking and presentation skills;
- To develop in young people leadership, decision-making and critical-thinking skills.

Explore the program further
by clicking on the logos below

Website Facebook Instagram



About Youth Press Gallery

Youth Press Gallery is a program for up to 15 young people aged 16-25 who are currently studying, or have an interest in journalism, to develop their skills and immerse themselves in the world of political journalism.



The program is delivered in three blocks:

Off-Camp

Online and in-person meetings to induct journalists into the role, including:

- opportunities to network with and learn from experts in the industry;
- workshops to develop skills which are highly sought after in the journalism field;
- and support in developing and pitching stories on the program, Bills being debated, and the stories of Youth Parliamentarians

Participant Training Weekend

The first residential camp which brings together participants and Taskforce to meet and begin to build community. Over the weekend, participants will:

- continue to learn and practise a range of journalistic skills;
- conduct interviews with Youth Parliamentarians on their Bills;
- and participate in recreation sessions designed to challenge them and develop their soft skills

Week of Youth Parliament

The final residential camp which culminates all prior learning and work, and includes:

- writing and pitching stories covering the 3 sitting days at Parliament House;
- recreation sessions designed to develop participants' soft skills;
- and experiential sessions to challenge and expand participants' perspective of self, others, and the world

Program Objectives:

- To create media on young people in Youth Parliament by young people;
- And for every Youth Press Gallery Journalist to develop a publicly accessible portfolio of journalism work, across written, verbal, audio-visual and digital mediums.

In previous years, our journalists have had articles successfully published in a range of media outlets across Victoria, including:

- ABC
- SBS
- Crikey
- Macedon Ranges Leader
- Bendigo Weekly
- SYN FM

Explore the program further
by clicking on the logos below

Website Facebook Instagram





The Taskforce

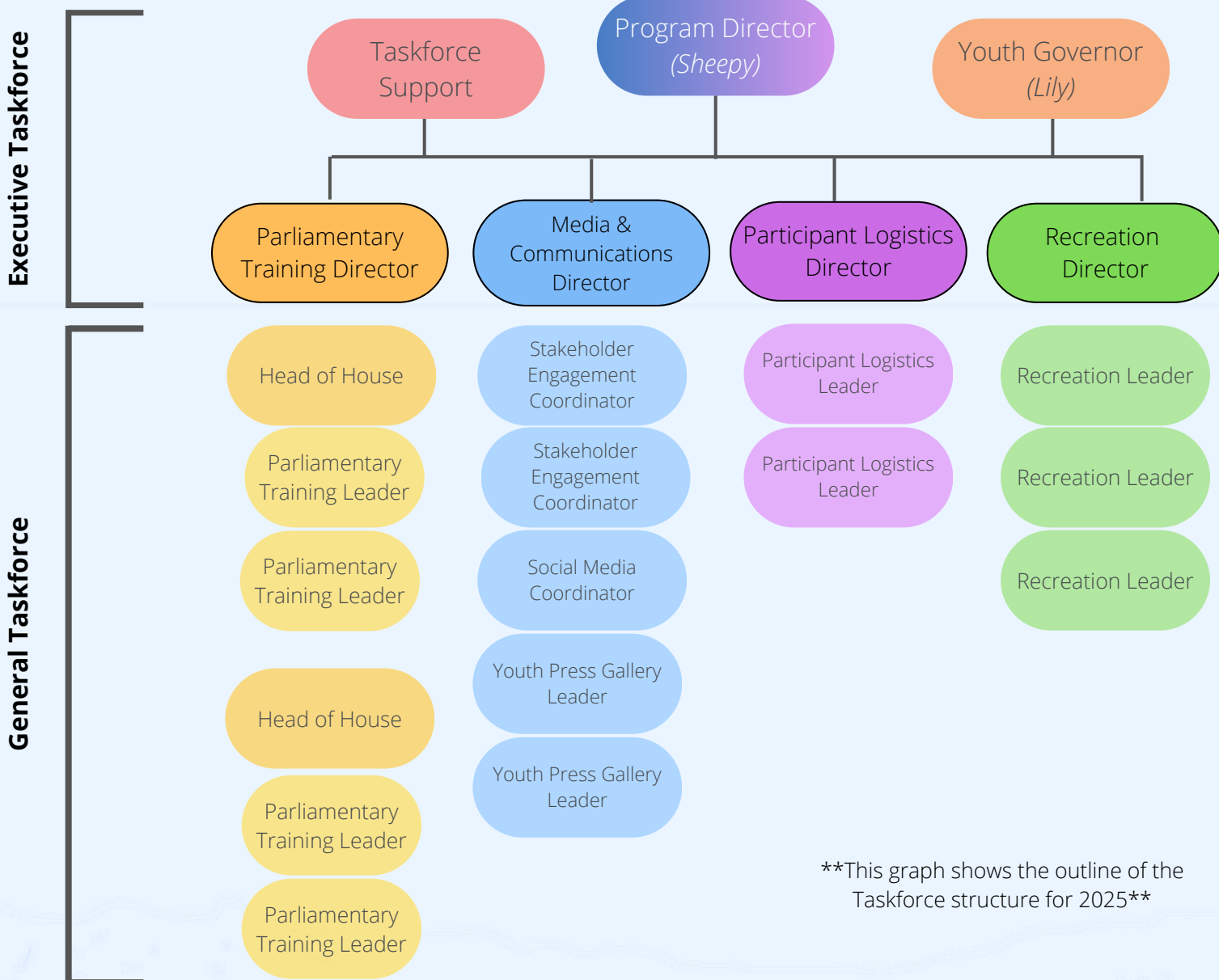
Each year, a cohort of 20 young volunteers work from November to July to develop, deliver, and evaluate the Youth Parliament and Press Gallery program.

Each member of the Taskforce operates within one of four portfolios:

- Parliamentary Training
- Media and Communications
- Participant Logistics
- Recreation (Wreck)

The Executive

The Executive is made up of each Portfolio Director, the Taskforce Support person, the Youth Governor and managed by the Program Director. They act as the managers of the Taskforce and aid the Program Director in overseeing the development and delivery of the program.



This graph shows the outline of the Taskforce structure for 2025



Key Dates

As a member of the Executive on Taskforce, you **must** be available to attend the following dates:

October Thursday 31st	Executive Meet & Greet 6pm-7:30pm	Online
November Fri 1st - Fri 15th	General Taskforce Interviews As scheduled	Online
November Saturday 17th	Executive Planning Meeting 12pm-5pm	Y-Aus Essendon Fields Office
December Sunday 1st	Taskforce Induction Meeting 9am - 4pm	Y-Aus Essendon Fields Office
January Monday 6th	Executive Meeting 6pm-7:30pm	Online
January Monday 13th	Whole Taskforce Meeting 6:00pm-8pm	Y-Aus Essendon Fields Office
February Monday 3rd	Executive Meeting 6pm-7:30pm	Online
February Monday 10th	Whole Taskforce Meeting 6pm-8pm	Y-Aus Essendon Fields Office
February Fri 21st - Sun 23rd	Taskforce Training Weekend	Lady Northcote Discovery Camp
February Thursday 27th	Participant Information Night 6-7pm	Online
March Monday 3rd	Executive Meeting 6pm-7:30pm	Online
March Monday 10th	Whole Taskforce Meeting 6pm-8pm	Y-Aus Essendon Fields Office

April Monday 7th	Executive Meeting 6pm-7:30pm	Online
April Monday 14th	Whole Taskforce Meeting 6:00pm-8pm	Y-Aus Essendon Fields Office
May Sunday 4th	Whole Taskforce Working Bee 10am-4pm	Y-Aus Essendon Fields Office
May Monday 12th	Whole Taskforce Meeting 6:00pm-8pm	Y-Aus Essendon Fields Office
May Fri 23rd - Sun 25th	Participant Training Weekend	Lake Dewar Discovery Camp
June Monday 2nd	Whole Taskforce Meeting 6:00pm-8pm	Y-Aus Essendon Fields Office
June Monday 16th	Executive Meeting 6pm-7:30pm	Online
June Monday 23rd	Whole Taskforce Meeting 6:00pm-8pm	Y-Aus Essendon Fields Office
July Fri 4th - Fri 11th	Week of Youth Parliament	Lake Dewar Discovery Camp
July Thursday 17th	Executive Evaluation 6pm-7:30pm	Online
July Monday 21st	Whole Taskforce Evaluation 6:00pm-8pm	Y-Aus Essendon Fields Office

Applying for the Executive

Holding an Executive position on Taskforce is a rewarding and exciting opportunity. Below outlines what we are looking for in an Executive Taskforce member.

In addition to the below, each Executive role will have responsibilities specific to each portfolio, which can be found on the following pages.

About you

The successful candidate will have:

Organisational skills:

You will be required to stay on top of your and your portfolio's workload, and support your Taskforce members to meet key dates within the program.

Managerial skills:

You will be the direct manager of your portfolio's Taskforce members. Experience in managing small teams or strong managerial skills is necessary to ensure that your Taskforce members feel confident in their roles and empowered to develop their skills.

Professional ambassadorship:

You will be in the same room as Members of Parliament, government officials, community leaders and ambitious young people - you will be required to navigate these spaces and show off the program's best features.

A commitment to young people's wellbeing:

The Y is committed to safeguarding children and young people. All successful Taskforce will need to have a Working with Children's Check, undergo a Police Check, and ensure they work in best-practice during their tenure.

The following qualities are also highly desirable:

- Residential camping experience
- Facilitation experience
- Experience in program development and design
- Experience in online facilitation and logistics

Executive Responsibilities

- Assist in general Taskforce recruitment through reviewing applications, conducting interviews, and advising on the selection of successful Taskforce members
- Be a connection point between the Executive and your portfolio
- Advise the Executive on matters relating to your portfolio
- Collaborate with the Executive and Program Director on the overall planning and development of the program
- Develop and submit a portfolio report and position handover document, due at the conclusion of your role in July 2025

How to apply

1. Read the entirety of this application pack to understand the responsibilities and commitment of your desired role;
2. Fill out the application form [here](#) **before 11:59pm October 20th 2024**;
3. Interviews will be held from 21st to the 27th of October.

Please email Kaitlin (Sheepy) the Program Director if you have any questions at youthparliament.vic@ymca.org.au

Taskforce Support

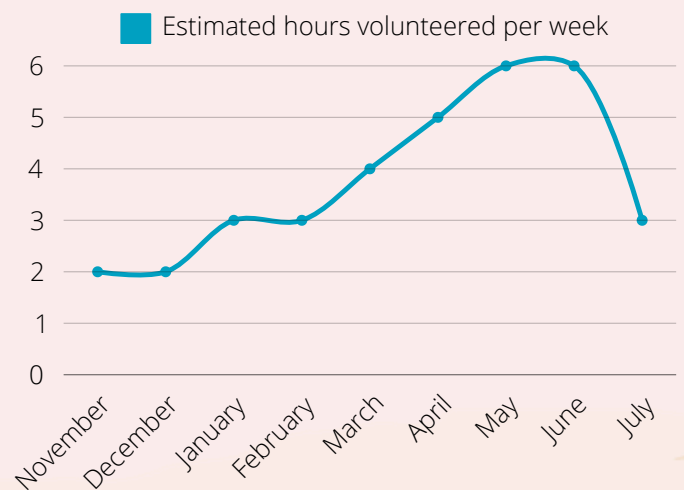
Reports to: Program Director

Number of direct reports: 0

The Taskforce Support role is brand new to the program. This role will sit within the Executive team and will provide support to the whole Taskforce. This role is ideal for someone who has previously been on Taskforce and has an understanding of the program.

Portfolio Responsibilities

- Provide targeted support to each member of Taskforce throughout the duration of the program
- Provide regular 1 on 1 check-in's at program milestones (this looks different for each portfolio) and support the Taskforce with goal-setting
- Provide mentor support to new Taskforce, ensuring an easy transition into Taskforce
- Support any Taskforce session development processes, including; creating, documenting and implementing risk mitigation strategies, and ensuring accessibility
- Collaborate with the Participant Logistics portfolio to promote Taskforce accessibility across all residential aspects of the program
- Work collaboratively with the Program Director to resolve concerns and complaints in the best interests of the Taskforce and program
- Provide support to the Program Director where necessary and required



Parliamentary Training Director

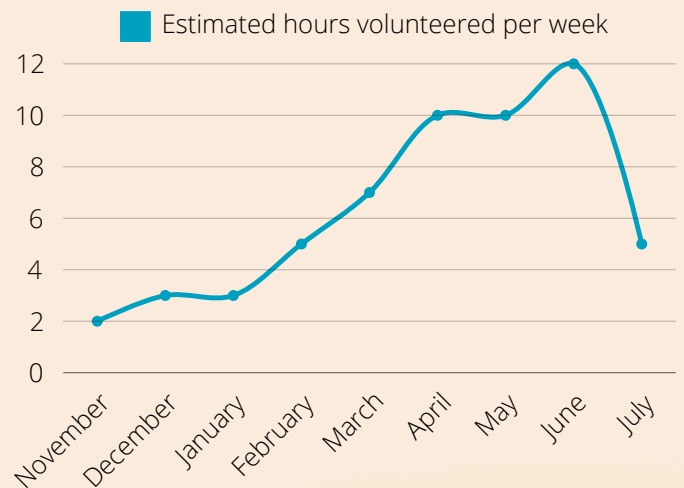
Reports to: Program Director

Number of direct reports: 6

The Parliamentary Training Director supports the Training portfolio to ensure that Youth Parliamentarians are equipped to develop their Bills and participate in parliamentary debates during sitting week.

Portfolio Responsibilities

- Develop the Training portfolio to understand the Parliamentary debate style, etiquette, Bill creation, and mentoring procedures
- Plan and ensure effective delivery of mentor meetings with teams to include Bill development and writing
- Ensure that all parliamentary-specific training for online and residential sessions are of the highest quality and achieve key program outcomes
- Guide the session development process, including documenting and implementing risk mitigation strategies, and ensuring accessibility
- Collaborate with the Participant Logistics portfolio to ensure consistent accessibility across all residential and online aspects of the program
- Mentor the Heads of Houses to support the Parliamentary Training Leaders
- Work collaboratively with the Program Director to resolve concerns and complaints in the best interests of the participants and program.



Media & Communications Director

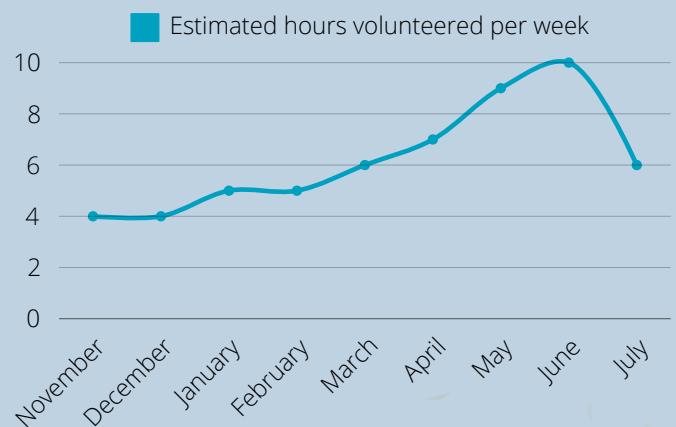
Reports to: Program Director

Number of direct reports: 5

The Communications & Media Director supports the portfolio to ensure that Youth Parliamentarians are equipped to engage with stakeholders and media, and share the stories of Youth Parliamentarians across our social media platforms and other news outlets. This includes the delivery of the Youth Press Gallery program which develops the journalistic skills of up to 15 aspiring journalists to cover the Victorian Youth Parliament sitting week.

Responsibilities

- Lead the creation of media training for all participants and support your team to deliver this to a high standard
- Encourage, guide, and support all young people to speak to the media about their experiences
- Support your portfolio to connect teams to stakeholders for their Bill, including state MPs
- Support the social media coordinator in their campaign to elevate the program's publicity
- Develop media releases for key program events such as sitting week, and the opening and closing of the program
- Support the YPG Leaders to develop and deliver the YPG program including recruiting participants, planning training sessions, and supporting the journalists in reporting on the program
- Guide the session development process within the portfolio
- Ensure risk assessments are completed to a high standard, including risk mitigation strategies
- Collaborate with the Participant Logistics portfolio to ensure accessibility for all participants in your aspects of the program



Participant Logistics Director

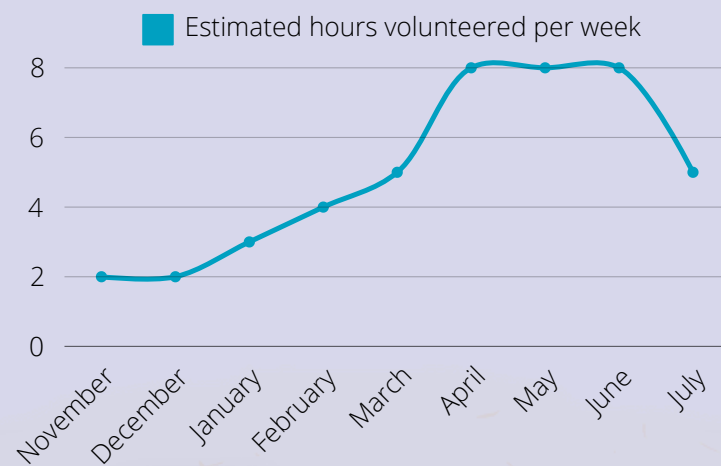
Reports to: Program Director

Number of direct reports: 2

The Participant Logistics Director works with the Participant Logistics leaders to coordinate participant logistical matters to ensure the successful operation of Youth Parliament and Press Gallery.

Responsibilities

- Collaborate with portfolio directors to communicate participant accessibility needs
- Assist in reviewing session plans to ensure accessibility needs are being met across all aspects of the program
- Source and maintain all 135 Youth Parliamentarian and Youth Press Gallery Journalist registration details via their indemnity forms
- Coordinate the logistical needs of the residential program such as booking buses and liaising with campsite staff
- Assist with record keeping and all other logistical matters to keep the program running smoothly
- Overseeing the mental, physical, and emotional safety of participants through ensuring a proactive approach to wellbeing support on both residential programs
- Supporting the Taskforce to provide reactive wellbeing support
- Assist in ensuring the program risk assessment is followed and risk mitigation strategies are in place across all aspects of the program



Recreation (Wreck) Director

Reports to: Program Director

Number of direct reports: 3

The Recreation Director supports the Wreck portfolio to plan and deliver all community-building recreation sessions across Youth Parliament and Press Gallery.

Responsibilities

- Maintain the Wreck budget and ensure resourcing for sessions is in line with the allotted amount
- Support the Program Director to build a sense of community and belonging within the Taskforce
- Guide the session development process and mentor your Taskforce in completing session plans to a high standard
- Ensure risk assessments are completed, including implementing risk mitigation strategies
- Collaborate with the Participant Logistics portfolio to ensure accessibility for all participants in your aspects of the program
- Maintain an organised resource room on the residential programs
- Ensure any resources kept post-program are returned to storage in a neat and clean fashion

