

The background of the top half of the page is a photograph of a grand, ornate hallway with classical columns and arched doorways. The image is partially covered by a blue geometric overlay on the left side.

YMCA Victoria
**YOUTH
PARLIAMENT**
EXECUTIVE TASKFORCE

2027 Application Information Pack



FOREWORD FROM OUR Program Director

Dear prospective Taskforce members,

Thank you for your interest in joining the 2027 Youth Parliament Taskforce.

For more than 40 years, Youth Parliament has empowered young Victorians to develop leadership skills, engage with democracy, and advocate for change. Alongside Youth Press Gallery, the program now engages over 140 young people each year in a unique experience of leadership, learning and community.

At the heart of this experience is the volunteer Taskforce. Whether mentoring participants, facilitating training, supporting journalism programs, managing logistics or building community, Taskforce members help create an environment where young people can thrive.

Taskforce is also an opportunity for your own growth. You'll develop leadership, facilitation and teamwork skills while contributing to one of Victoria's most respected youth development programs.

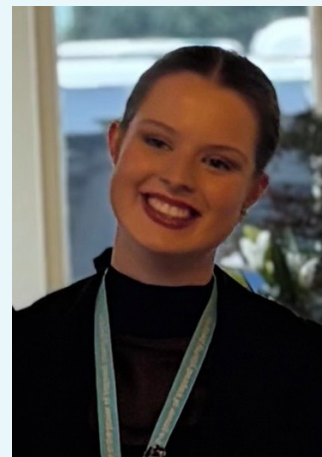
If you're passionate about creating opportunities for young people and supporting the next generation of leaders, I encourage you to apply.

Sincerely,

Anna Scott

Program Director – 2027 Y Victoria Youth Parliament

youthparliament.vic@ymca.org.au



Anna Scott
Youth Parliament Program Director
2027 Y Victoria Youth Parliament

ABOUT YOUTH PARLIAMENT

Youth Parliament is Y Victoria's flagship leadership and civic engagement program, bringing together 120 young people aged 16 to 25 from across Victoria each year. Participants learn about democracy, leadership and advocacy through hands-on experiences in the parliamentary process.

Working in teams, participants identify an issue they care about and develop a Bill proposing legislative change. Supported by Taskforce, participants build skills in research, public speaking, stakeholder engagement and parliamentary debate.

The program culminates in Sitting Week at the Victorian Parliament, where participants debate their Bills and advocate for the changes they want to see in their communities. Over the program's history, more than 70 Youth Parliament Bills have gone on to influence Victorian legislation.

ABOUT YOUTH PRESS GALLERY

Youth Press Gallery brings together 20 aspiring journalists aged 16 to 25 from across Victoria to develop practical journalism and media skills while covering Youth Parliament.

Participants gain experience in article writing, interviewing, photography, videography and social media content creation. Supported by Taskforce and industry professionals, they learn how to tell meaningful stories and report on issues that matter to young people.

During Sitting Week, participants work from the Victorian Parliament to cover debates, interview stakeholders and produce media content that captures the Youth Parliament experience. The program provides a unique pathway into journalism, communications and public affairs while amplifying youth voices across Victoria.



ABOUT THE TASKFORCE

The Youth Parliament and Youth Press Gallery programs are run by a team of young volunteers. Supported by the Program Director and Y Victoria, these volunteers develop, deliver and evaluate the Youth Parliament and Youth Press Gallery Programs.

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

- Taskforce support
- Parliamentary Training
- Youth Press Gallery
- Media & Communications
- Participant Logistics
- Recreation (Wreck)

EXECUTIVE TASKFORCE

The Executive team is made up of each portfolio director, the Taskforce Support and the Youth Governor (democratically elected by the previous year's Taskforce to represent the program) and is managed by the Program Director. Each Executive manages their portfolio and the Taskforce within, and aids the Program Director in overseeing the development and delivery of the program.



KEY DATES

Executive Taskforce applications close	4 October	-	-
Executive Taskforce interviews	5 – 9 October	-	Online
Applicants notified of outcome of applications	13 October	-	-
Signed Letter of Offer due	15 October	-	-
Executive Induction meeting	17 October	10am-4pm	Y-Vic Office
Executive planning meeting	26 October	6-8pm	Online
Executive meeting	9 November	6-8pm	Online
General Taskforce applications and interviews	November	-	Online
Whole Taskforce induction meeting	5 December	10am-4pm	Y-Vic Office
Whole Taskforce meeting	14 December	6-8pm	Online
Executive meeting	18 January	6-8pm	Online
Whole Taskforce meeting	25 January	6-8pm	Y-Vic Office
Executive meeting	1 February	6-8pm	Online
Portfolio meetings	8 February	6-8pm	Online
Whole Taskforce meeting	15 February	6-8pm	Y-Vic Office
Executive meeting	22 February	6-8pm	Online
Portfolio meetings	1 March	6-8pm	Online
Whole Taskforce meeting	8 March	6-8pm	Y-Vic Office
Taskforce Training Weekend	19 – 21 March	-	YMCA campsite
Executive meeting	5 April	6-8pm	Online
Portfolio meetings	12 April	6-8pm	Online
Whole Taskforce meeting	19 April	6-8pm	Y-Vic Office
Executive meeting	3 May	6-8pm	Online
Portfolio meetings	10 May	6-8pm	Online
Whole Taskforce meeting	17 May	6-8pm	Y-Vic Office
Participant Training Weekend	21 – 23 May	-	Lake Dewar Discovery Camp
Whole Taskforce meeting	31 May	6-8pm	Online
Executive meeting	7 June	6-8pm	Online
Portfolio meetings	14 June	6-8pm	Online
Whole Taskforce meeting	21 June	6-8pm	Y-Vic Office
Sitting Week	27 June – 2 July	-	Lake Dewar Discovery Camp
Executive meeting	8 July	6-8pm	Online
Whole Taskforce meeting	12 July	6-8pm	Y-Vic Office
Portfolio reports due	26 July	-	-

- **Please note dates and locations are indicative, and may be adjusted at the discretion of the Program Director and Y Victoria**
- Taskforce meetings and Information nights will generally be scheduled for Monday and Thursday evenings. Weekend hours will also be required
- Y-Vic Office located at 502/990 Whitehorse Road, Box Hill, 3128
- Executive meetings may be held the Y-Vic office, at the discretion of the Program Director and in consultation with the Executives
- Portfolio meetings may be held the Y-Vic office, at the discretion of the Program Director and portfolio director, and in consultation with the portfolio members
- Additional meetings may be required, at the discretion of the Program Director and portfolio director

APPLYING FOR TASKFORCE

In addition to the below, each Taskforce member holds additional responsibilities specific to their portfolio and role, which can be found on the following pages. Additional tasks may be required where appropriate.

EXECUTIVE

ABOUT YOU

Successful candidates 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.
- Teamwork and leadership: You will be working collaboratively with other Taskforce members to achieve a common goal, so you will need to be purposeful in your approach to teamwork and empowering others in your portfolio;
- A desire to learn: There will be plenty of opportunities to learn and develop your skills and professionalism while on the Taskforce. An open mind and desire to learn is integral to ensure success on the team;
- Valid Working with Children Check;
- Current National/International Police Check.

EXECUTIVE RESPONSIBILITIES

In addition to role-specific responsibilities outlined on following pages, successful candidates will:

- Complete YMCA Victoria's training relating to safeguarding children and young people;
- Adhere to YMCA Victoria's policies relating to safeguarding children and young people;
- Prioritise the safety and wellbeing of children and young people;
- Be a connection point between the Executives and your portfolio;
- Coach, mentor and manage the volunteers in your specific portfolio;
- Advise the Executives on matters relating to your portfolio;
- Collaborate with the Executives and Program Director on the overall planning and development of the program;
- Attend and participate in all Taskforce meetings and portfolio meetings;
- Ensure all communication is appropriate and timely;
- Complete all work assigned and agreed to at a professional and timely standard;
- Support the Parliamentary Training portfolio to guide participants in developing Bills;
- Develop and submit a portfolio report and position handover document, due at the conclusion of your role.

KEY CONTACTS

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Michael Delaney Youth Services Manager
michael.delaney@ymca.org.au
0403 289 373



WHAT'S NEXT?

HOW TO APPLY

1. Read the entirety of this application pack, paying particular note to your desired roles, in order to understand the responsibilities and commitment of your desired role
2. Fill out the application form here [Youth Parliament 2027 Executive Taskforce Applications – Fill out form](#)

FOLLOWING APPLICATIONS

3. Applicants proceeding to interview round will be contacted via email to schedule their interview
4. Taskforce interviews will be held online from Monday 5th to Friday 9th October
5. Successful applicants will be notified via a Letter of Offer by Tuesday 13th October, which is to be signed and returned by Thursday 15th October



TASKFORCE SUPPORT

The Taskforce Support role is designed to ensure Taskforce have targeted support throughout the duration of the program. This role will sit within the Executive team and will work closely with the Program Director to achieve Taskforce outcomes. This role is ideal for someone who has previously been on Taskforce and has an understanding of the program.

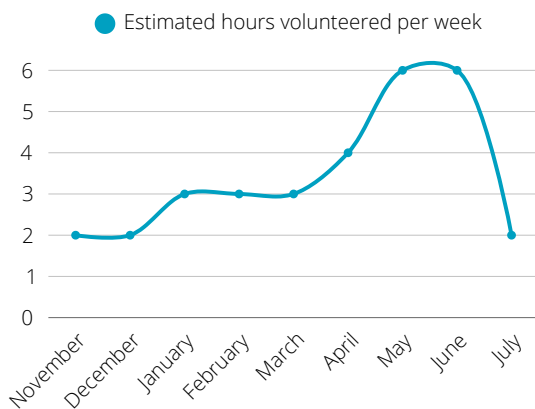
Reports to: Program Director

Number of positions available: 1

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 individual 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

Estimated hours volunteered per week:



PARLIAMENTARY TRAINING DIRECTOR

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 the sitting week.

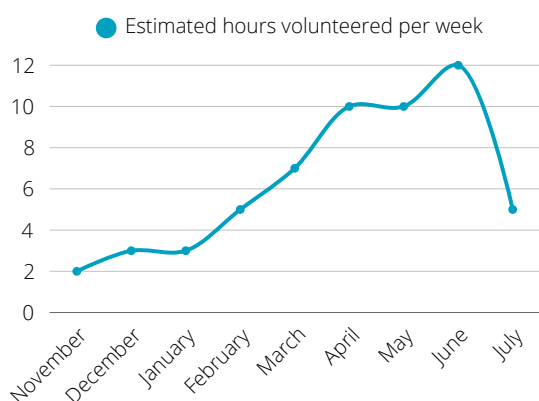
Reports to: Program Director

Number of positions available: 1

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 participant 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.

Estimated hours volunteered per week:



YOUTH PRESS GALLERY DIRECTOR

The Youth Press Gallery Director works with and supports the Youth Press Gallery Leaders to mentor a team of up to 20 aspiring journalists from across Victoria to develop journalistic skills and cover the Victorian Youth Parliament.

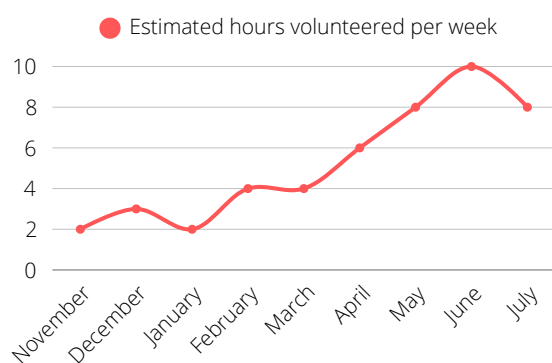
Reports to: Program Director

Number of positions available: 1

Responsibilities:

- Oversee the recruitment of up to 20 Youth Press Gallery journalists and the collection of their indemnity forms;
- Guide the planning and delivery of a suite of training sessions for the journalists to prepare them for covering the Youth Parliament and ensure they feel capable and confident to do so;
- Ensure the experience of the journalists is engaging, inclusive and empowering, and covers the many facets of parliamentary press, including written, video, social media, and other relevant forms of media production;
- Provide support to your journalists in the lead up to, and during the residential program dates, including guiding them to feel strong in the application of their skills to tell the stories of Youth Parliamentarians;
- Mentor the journalists in the interviewing of Youth Parliamentarians over the Participant Training Weekend;
- Support the journalists in the pitching of stories to external media outlets;
- Guide the session development process;
- Ensuring 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;
- Debrief the Youth Press Gallery journalists at the conclusion of the program and support journalists in the month following the program;
- Work with the Program Director to achieve Youth Press Gallery outcomes

Estimated hours volunteered per week:



MEDIA & COMMUNICATIONS DIRECTOR

The Media & Communications Director supports the portfolio to ensure that Youth Parliamentarians are equipped with the skills to engage with stakeholders and media, and share their stories across our social media platforms and other news outlets.

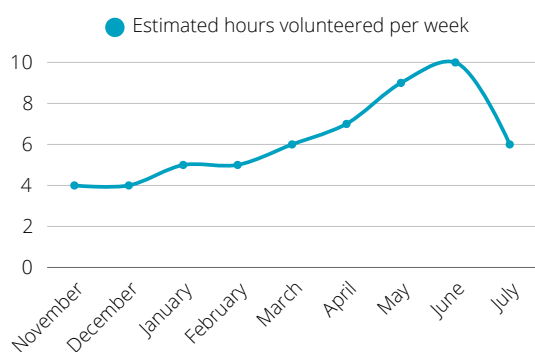
Reports to: Program Director

Number of positions available: 1

Responsibilities:

- Lead the creation of media training for all participants and support the portfolio 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 portfolio in their campaign to elevate the program's publicity;
- Develop media releases for key program events such as the sitting week, and the opening and closing of 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;
- Work with the Program Director to achieve program outcomes and increase the portfolio of the program

Estimated hours volunteered per week:



PARTICIPANT LOGISTICS DIRECTOR

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.

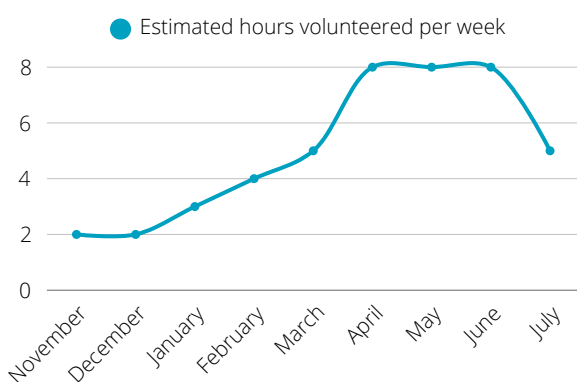
Reports to: Program Director

Number of positions available: 1

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;
- Provide first aid and logistics support to participants on both residential programs;
- Supporting the Taskforce to direct participants to wellbeing support;
- Assist in ensuring the program risk assessment is followed and risk mitigation strategies are in place across all aspects of the program

Estimated hours volunteered per week:



RECREATION (WRECK) DIRECTOR

The Recreation Director supports the Recreation portfolio to plan and deliver all community building recreation sessions across Youth Parliament and Press Gallery on both residential camps - Participant Training Weekend and the Week of Youth Parliament.

Reports to: Program Director

Number of positions available: 1

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 the Wreck 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

Estimated hours volunteered per week:

