

Our Vision
People living well
Our Values

We care – We work together – We achieve – We learn – We Innovate

Name:		Date:	
Position Title:	Volunteer Youth Chair headspace Albury Wodonga and headspace Wangaratta Consortium		
Purpose of role	<p>The headspace Albury Wodonga and headspace Wangaratta Consortium is a collective of community organisation representative that come together to inform and support headspace’s strategic direction and service delivery.</p> <ul style="list-style-type: none"> • To provide youth voice and representation at a strategic consortium level for headspace Albury Wodonga and headspace Wangaratta. • Is a volunteer role and will work with the independent chair to support the partnership with the Lead Agency, Gateway Health, to provide strategic expertise to enable headspace Albury Wodonga and headspace Wangaratta to deliver a high-quality responsive service based on local priorities. • Will provide independent leadership to the Consortium and provide the link between the Consortium and a range of community groups and networks. 		
Liases with internally	headspace AW and W Consortium members headspace AW and W Centre Manager Gateway Health staff Local Albury Wodonga community Media (occasionally, as mutually agreed) headspace Albury Wodonga staff		
Vision & Values	Through our innovative Consortium young people in our community aged between 12 and 25 will have improved access to an integrated, high quality and responsive healthcare service system that provides appropriate care and support.		
Code of Conduct	Employees and volunteers are expected to, at all times: <ul style="list-style-type: none"> • Maintain a high professional standard and work with integrity • Develop a collaborative working relationship • Communicate with respect and tolerance • Maintain a client focus • Adopt a Continuous Quality Improvement approach • Work within legislative and compliance framework • Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures 		
Position Context	headspace Albury Wodonga commenced operations in January 2015, based at Gateway Health in Wodonga. The headspace Albury Wodonga and headspace Wangaratta model brings together key organisations experienced in the delivery of primary care, mental health, alcohol and drug services, health and wellbeing and vocational education for young people. This strategic alliance aims to establish a community of collaborative youth services improving access for young people aged 12-25 years in the early intervention of mental health, work, school and study, general health and wellbeing or and alcohol and other drug issues. In 2019 headspace Albury Wodonga began expanding into Wangaratta with the establishment of a satellite site. The headspace Albury Wodonga and headspace Wangaratta Consortium comprises membership from Albury Wodonga Health, Albury Wodonga Aboriginal Health Services, The Personnel Group, Sureway, Junction Support Services, Mind Australia, YES Unlimited and Gateway Health as the lead agent.		
Organisation Context	Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic). The Board of Governance provides strategic planning for Gateway Health.		

	<p>The Board has delegated the operational management of the Agency to the Chief Executive Officer.</p> <p>Executive staff provide direction, support and leadership to staff.</p> <p>The Executive comprises;</p> <ul style="list-style-type: none"> Chief Executive Officer Chief Financial Officer Manager People and Culture General Manager Client and Community Services Manager Primary Care General Manager Population Health, Planning and Performance <p>Program Managers provide immediate support and management within their program areas. Corporate services are delivered through Finance, Payroll, Information Communications Technology, People and Culture, Quality and Compliance.</p> <p>Review of Position Descriptions: This position description will be reviewed annually (June 30 each year), when the position becomes vacant or as deemed necessary.</p>
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Key Roles	
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<ul style="list-style-type: none"> • Identify opportunities to establish links with the youth community who have an interest in youth health issues • Assist in leading the consortium on working within their Terms of Reference and Strategic Plan • Ensure meetings focus on the strategic and advisory role as defined • Ensure the Consortium’s purpose and themes are being followed • Ensure that the partners operate in an ethically, environmentally and socially responsible fashion • Support headspace Albury Wodonga and headspace Wangaratta Centre Manager with advice and support • In partnership with lead agency instigate annual review of Consortium Performance • Liaise with and represent headspace Albury Wodonga and headspace Wangaratta to the community within the region • Ensure Consortium workload is appropriately shared between all partners 	

Selection Criteria and Other requirements	
Key Responsibilities	
<ul style="list-style-type: none"> • Passion, energy, community-mindedness and relevant experience to make a difference to health outcomes for young people • An interest in developing skills in leadership roles, with demonstrated experience in either paid or voluntary leadership development • Willingness to develop skills and experience in meeting procedure and chairing roles, including a collaborative style for decision making • Broad interest in the health and wellbeing of your local community • Access and/or knowledge of a range of existing networks relating to youth connections • Ability to bring an independent community voice and effectively represent the local community • Willingness to learn new knowledge and pass this knowledge onto others • Ability to commit the necessary time to the role, including occasional travel (at no cost) • Excellent communication skills • All applicants, undergo an interview for this volunteer role 	

Time and Commitment and Conditions

Key Responsibilities

- Orientation: 3 hrs (Gateway Health Wodonga)
- Attend monthly Consortium meetings (10 meetings per year, 2 hrs)
- Occasional planning days, media commitments, other meetings (as negotiated)
- Occasional state-wide or national meetings of independent Consortium Chairs – Melbourne (as negotiated)
- Fixed term - 2 years
- Current Police Check, Victorian Working with Children Check and NSW Working with Children Check (at no cost)
- Based at Wodonga however some outreach required including after hours

I _____ (*full name*) hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the organisation.

Employee Signature

Date