

**Youth Reference Group (YRG)**

**Application Pack**

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Interested in becoming a Youth Reference Group member?   
Take the next step.

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**headspace** **Local Youth Reference Group**

**Application Process**

Collect Youth Reference Group Information Pack and Application Form, which will consist of:

* An general information sheet and application form
* Role descriptions
* **headspace** FAQ’s and;
* Upon request; the **headspace** Gladstone YRG terms of reference.

Submit Application Forms once complete to Gladstone **headspace** and make an appointment for interview; every applicant will receive an interview.

Attend an interview, so that we can get to know you more. The interview will be with 2 interviewers including Current YRG Members.

The **headspace** team and current YRG members will consider your application (on the day) and will let you know before you leave.

If successful, you will receive an induction pack that will need completing prior attending meetings, activities and events. If you are over 18, a Blue card application will need to be lodged via **headspace** team.

**An induction pack will have the following documentation: *We will help you complete all forms.***

* YRG Participation Agreement
* Media Consent (To take photos and post to social media)
* Facebook Terms and Conditions
* The YRG Code of Conduct
* Wellness Plan
* Personal Development Plan
* YRG Terms of Reference
* Blue Card Application (100 points Id required)
* Confidentiality statement
* Roseberry Community Services and headspace e back ground including services

**YRG FAQs**

**1. What is the Youth Reference Group (YRG)?**

The YRG is made up of young people passionate about mental health and well-being.

The YRG hopes to:

1. Provide you with the opportunity to have input into the strategic direction of **headspace** services, and local mental health services.
2. Allow a way for the voice of young people to be heard and acted upon.
3. Provide opportunities for skills and leadership development and provide experience in; media, marketing, communication and advocacy skills.
4. Support you to lead projects locally
5. Allow young people to direct youth mental health policy development
6. Demonstrate good practice by involving young people in the youth, welfare and health sector

**2. What is involved in the role?**

Young People on the **headspace** youth reference group will have the opportunity to be involved in a number of ways including:

1. Media spokespeople and community engagement opportunities
2. Lead local projects
3. Marketing, promotion and community awareness activities
4. Involvement in mental health related focus groups and consultations
5. Evaluation and research
6. Policy and advocacy

By providing a variety of activities it is hoped that it will provide the opportunity to draw on people’s strengths, abilities and capabilities, while also appealing to a broad range of interests.

**3. What’s the time commitment?**

The appointment of YRG Members is 12 months. There will be fortnightly meetings are Fridays from 3.30-5. Meeting times are subject to change if the YRG feels there is a better date or time suited to all YRG members

In between meetings and events, contact will be maintained through Facebook, email, online forums and teleconferences. There will be an expectation that you participate regularly in these discussions. It will also be expected that you take part in focus groups and project work related to your areas of interest.

This is a volunteer role and although you will be paid for some of the events, it is expected that you will also volunteer your time for subcommittees, projects and other events.

1. **Can you tell me more about the activities that I can  
   be involved in?**

**MEDIA SPOKESPEOPLE AND COMMUNITY ENGAGEMENT**

**What is it?** Young people are supported to become active community advocates for youth mental health. The goal is to raise awareness of youth mental health, encourage young people to seek help early and to educate the broader community in youth mental health. Young people may be involved in community education activities, or as media spokespeople on the issue of youth mental health. Media spokespeople may be requested to speak at public functions or at local schools, mental health forums, conferences etc.

**What are the requirements?** Young people do not need to have previous experience at talking in public or to the media. The YRG will be supported and trained to become comfortable talking to the media and speaking at events.

**headspace Local Projects**

**What is it?**  With support from the **headspace** centre staff, members of the YRG will have the opportunity to lead specific projects. These projects may include, production of a **headspace** video, planning a fundraising event, a youth week activity, an art competition....the possibilities are endless.

**INVOLVEMENT IN FOCUS GROUPS AND CONSULTATIONS**

**What is it?** From time to time focus groups are held around specific topics to help improve **headspace** services. The purpose is to assure that the interests and opinions of young people are represented in all aspects of **headspace** activity and that services and resources are youth friendly.

**When do they meet?** These groups are called as needed. Young people on the YRG will be notified and asked for expressions of interest through email. It is expected that the group members would be involved in several of these a year.

**EVALUATION, RESEARCH AND POLICY ADVOCACY**

**What is it?** Young people on the YRG will have the opportunity to get involved in evaluation. Topics for evaluation will depend on the need at the time.

**When do they meet?** A subcommittee or working group will be established to work in these areas**.** Young People on the YRG will be notified and asked for expressions of interest through email. Communication will be mostly through Facebook and email.

**6. What kind of support and training will I receive?**

Training will be given in a variety of areas; these may include:

* Leadership & communication
* Project management
* mental health
* mental illness
* drug and alcohol issues
* talking to the media
* Public speaking at schools and community
* Co-facilitating group programs
* Filming and presenting your personal story ***(this will require a headspace appointment with a clinician to support the development process – we call this clinically approved)***
* Social Nights

**YRG Team Leader**

**1. What is involved in the role?**

The Team Leader of the **headspace** youth reference group will have the opportunity to be involved in a number of ways including:

* Coordinating the *leadership team* (comprised of; Team Leader, Assistant Team Leader that Advise the entire Youth Reference Group on areas of interest within each meeting, and will act as the chair in this capacity.
* Collaborate a monthly agenda for the YRG meetings; based upon the suggestions of others, and areas of interest. This may include sourcing guest speakers and/or relevant information.
* The Team Leader is the central member of the group, and should be ready to discuss suggestions with other members, and be the ‘go-to’ place for questions and queries.
* Other responsibilities may be attributed to the Team Leader upon discretion of the YRG, and approval of Youth and Community Engagement Leader
* Contributing and managing the Youth Reference Group facebook page.
* Sourcing relevant training and personal development for the YRG Members.

The Team Leader will help guide the group, through communication and collaboration; drawing on the YRG members’ strengths, abilities and capabilities, while also creating positive change and progress.

**2. What skills should be possessed?**  
Being the Team Leader provides a fantastic opportunity to grow and develop a diverse range of skills, however there are some skills which will aid their success:

* Coordinating the *leadership team* (comprised of; Team Leader, Assistant Team Leader, Secretary etc.)
* Advising the entire Youth Reference Group on areas of interest within each meeting, and will act as the chair in this capacity.
* Collaborate a monthly agenda for the YRG meetings; based upon the suggestions of others, and areas of interest. This may include sourcing guest speakers and/or relevant information.
* The Team Leader is the central member of the group, and should be ready to discuss suggestions with other members, and be the ‘go-to’ place for questions and queries.
* Other responsibilities may be attributed to the Team Leader upon discretion of the YRG, and approval of Youth and Community Engagement Leader
* Contributing and managing the Youth Reference Group facebook page.
* Sourcing relevant training and personal development for the YRG Members.

**3. What’s the time commitment?**

The appointment of the YRG Team Leader is 12 months, to be reviewed. This role requires one day dedicated per week to the Youth Reference Group, and headspace.

In between meetings and events, contact will be maintained through Facebook, email, online forums and teleconferences. There will be an expectation that you participate regularly/coordinate these discussions. It will also be expected that you take part in focus groups and project work related to your areas of interest.

This is a volunteer role and although you will be paid for some of the events, it is expected that you will also volunteer your time for subcommittees, projects and other events.

**Are you interested in this role? YES/NO**

**YRG Assistant Team Leader**

**1. What is involved in the role?**

The Assistant Team Leader will fulfil the responsibilities and tasks of the Team Leader upon their absence; thus refer to the role of the Team Leader. The Assistant Team Leader may have tasks delegated to them by the Team Leader.

**2. What skills should be possessed?**  
Being the Assistant Team Leader provides a fantastic opportunity to grow and develop a diverse range of skills, however there are some skills which will aid their success:

* **Organisation:** The role of Assistant Team Leader should not be overly time-consuming, however organisational skills will vastly assist in the completion of projects, communication with the group etcetera; in a timely manner.
* **Punctuality:** The YRG Assistant Team Leader will be required to complete tasks by specified deadlines, and attend meetings on time.
* **Communication:** As with any group, the success of the YRG is based upon the effective communication between members. This may also involve public speaking, and interaction with community members.
* **Responsibility:** There are a number of responsibilities attributed to the YRG Assistant Team Leader; therefore the individual must be accountable for their actions in both forms. To be proud of achievements, but also ready to make change when things might not occur the way that was planned.

**3. What’s the time commitment?**

The appointment of the YRG Assistant Team Leader is 12 months, to be reviewed. There will be monthly meetings, and organisational commitments between these.

In between meetings and events, contact will be maintained through Facebook, email, online forums and teleconferences. There will be an expectation that you participate regularly/coordinate these discussions. It will also be expected that you take part in focus groups and project work related to your areas of interest.

This is a volunteer role and although you will be paid for some of the events, it is expected that you will also volunteer your time for subcommittees, projects and other events.

**Are you interested in this role? YES/NO**

**Applications are now open for the:**

**headspace** **Local Youth Reference Group**

**Are you aged between 12 and 25 and live in Australia? Do you have something to say about health, mental health and drug and alcohol issues?**

**What is the headspace Local Youth Reference Group?**

**headspace** is providing young people with the opportunity to be heard and be active around youth mental health and alcohol and other drug issues. There are a number of roles you can play in a **headspace local reference group**, including:

* Leading a project in your local area
* Website consultation and development
* Research and evaluation of **headspace** services
* Consultation around resource development such as, factsheets, brochures, radio ads etc
* Peer support and mentoring
* Media Spokesperson

**By getting involved you will:**

* Have the opportunity to have your say and direct youth mental health services in Australia
* Develop new skills
* Meet and work with other young people who are passionate about youth mental health
* Make a difference to youth mental health

**headspace** will provide some training to support you to participate in the above groups or activities

**How do I get involved?**

Complete the application form and email it to

[mailto:](mailto:travis.rogers@headspacegladstone.com.au) [info@headspacegladstone.com.au](mailto:info@headspacegladstone.com.au) or simply drop it in to the centre.

Or hand it into headspace Gladstone (93 Goondoon Street, Gladstone)

or you can post it to PO Box 1439 Gladstone, QLD 4680

or drop in to level 3, 93 Goondoon Street, Gladstone.

**Contact Travis Rogers 0498 991 003**

**Youth and Community Engagement Leader**

**Who can apply?**

We are looking for

anyone aged between 12 and 25 who is

involved with their local

**headspace** centre.

We are looking for about 15 local young people to join the group.

We want you to apply if:

**you have had your own experiences of feeling depressed, anxious or another mental health issue**

**you have a friend or family member who has/or had a mental illness or drug addiction,**

**you feel passionate about and are interested in mental health issues,**

The group is also keen to hear the voices of Indigenous young people, young people from different cultural backgrounds, young people from rural and remote areas, gay, lesbian, bisexual and transgender young people and young people who have been homeless.

**headspace local reference group application form**

**Personal Details**

**Name**

**Phone**

**Email**

**Address**

**Date of Birth**

**Sex**

What languages do you speak at home?

Where were you born?

Are you Aboriginal or Torres Strait Islander?

Are you from a rural or remote area?

Do you have a family member with a mental illness?

Do you identify as having/had a mental illness?

Is this something that you would be happy (and feel comfortable) talking about?

Would you be interested in sharring

your personal story that may be used

for promotional puposes to reduce stigma

in our community?

**About You**

**Please tell us a bit about yourself**

*(For example: I am 15 years old, and attend alternative education centre 3 days a week, I like skate-boarding etc)*

**Why do you want to be involved in headspace?**

**Please describe why you are interested in becoming a Youth Reference Group member?**

**What type of headspace activities would you like to be involved in?**

**What skills and ideas could you bring to the Youth Reference Group?**

**Are you involved in any other organisations? If yes, which ones and what is your involvement?**

**Would you be interested in a leadership position?** Yes/No

**If so, which one/s (please circle)?**

**SUPPORT PEOPLE**

We would like the contact details of two support people.

*Who should you chose?*

Consider someone that you believe will be able to:

* Provide us with information to support your application
* Be prepared to support your involvement if you are accepted onto the YRG
* Be able to provide you with support (if needed), if you are not accepted onto the YRG
* Be an alternative contact point if we can’t get in touch with you

Your support people may be a family member, a work colleague, youth worker, counsellor, or anyone else that provides you with support and knows you well.

**Remember: one support person needs to be involved with your headspace centre**

**Support person 1**

|  |  |
| --- | --- |
| Name |  |
| Relationship to you: eg family member, boss, counsellor etc |  |
| Phone |  |
| Mobile |  |
| Email |  |

**Support person 2**

|  |  |
| --- | --- |
| Name |  |
| Relationship to you: eg family member, boss, counsellor etc |  |
| Phone |  |
| Mobile |  |
| Email |  |

In providing these details to **headspace**, I understand that the above people may be contacted in the following situations:

• To provide additional information to my application

• If **headspace** is unable to contact me by email or phone and is concerned about my wellbeing

• If I am not accepted to the Youth Reference Group and **headspace** has reason to believe that I may need support around this outcome

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_