



Mansfield Shire

Position Description

Freeza Youth Events
Traineeship

High Country, Lakes and Rivers



Freeza Youth Events Traineeship

Mansfield Shire Council aims to work with our community to continue to build a Shire that is recognised for its balanced social, economic and environmental development that acknowledges the diverse needs and values of our communities.

Position Number	Classification	Date
	Band 2	February 2025
Unit	Enquiries	Status (FTE)
Investment and Planning	Gareth MacDonald	

Position Overview

The Freeza trainee is responsible for supporting Mansfield Shire Youth with the organisation and execution of Freeza events, workshops and trainings. This position provides support to Youth Officers through the form of assisting with committee meetings, taking on key responsibilities in the organisation and delivery of Freeza events and assist with training days and excursions.

Key Accountabilities

- ▶ Assist Youth Program Officers, implement and deliver events, programs and workshops for young people
- ▶ Assist with the marketing and promotion of programs, activities and events for social media, school newsletters, Mansfield Courier and other marketing platforms.
- ▶ Assist, plan and lead Freeza Committee meetings, develop, plan and create activates and events that are youth led.
- ▶ Administrative functions using Council software systems to perform administrative tasks and undertake record keeping
- ▶ Appropriate supervision of young people using the Youth Centre ensuring a safe environment that complies with ethical, Child Safe work practices
- ▶ Facilitate the efficient and effective delivery of activities and events for young people that are smoke, alcohol and other drug-free focus.
- ▶ Good communication and time management skills
- ▶ Developing and maintaining a thorough knowledge of the issues affecting young people in Mansfield shire, ensuring inclusivity

Cultural and Community Accountabilities



Promote and foster a culture of professionalism, equality, teamwork and accountability amongst team members within areas of responsibility.

Organisational Relationship

Reports to

Gareth MacDonald—Coordinator Tourism, Events & Youth Services

Supervises / Manages

Nil

Internal Liaisons

Mansfield Shire Youth Staff

External Liaisons

Freeza committee members

Young People

Musicians

Event Facilitators

Specialist Knowledge and Skills

Skills and Competencies

- ▶ Ability to work with young people and community members
- ▶ The ability to work effectively as a group and facilitate group work.
- ▶ Good understanding of the local governments function in relation to youth services
- ▶ The ability to work independently with minimal guidance
- ▶ Ability to work as a team and promote a positive workplace culture
- ▶ Good administrative skills
- ▶ Good understanding of basic computer programs
- ▶ Understanding of the importance of good record keeping

Our Values

Communication

Co-operation

Trust and
Honesty

Respect

Qualifications and Experience


Experience

- ▶ Experience with music, arts, culture events is beneficial
- ▶ Experience working with young people is beneficial

Qualifications

- ▶ Working with Childrens Check

Key Selection Criteria

- ▶ Basic problem solving skills
 - ▶ Basic computer skills
 - ▶ Effective administration and organisational skills
 - ▶ Ability to take direction and work under instruction
 - ▶ The ability to relate to and work with young people and to adhere to professional codes of conduct ensuring ethical and safe work practices
 - ▶ Ability to co-operate with other staff to work effectively as a team
 - ▶ Demonstrated understanding of the need to maintain the highest level of confidentiality
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Position Descriptors – Band 2

Organisational Accountabilities

- ▶ Ensure that Mansfield Shire Council's Code of Conduct and all policies and procedures are adhered to including Occupational Health and Safety (OH&S) and Human Resource management procedures and practices
- ▶ Support organisational development and continuous improvement initiatives.
- ▶ Understand the principles of risk management and their application to all Council activity.
- ▶ Provide quality customer service and accurate information on Council products and services, and communicate with customers in a friendly and courteous manner
- ▶ Effectively manage customer enquiries and complaints and deliver punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Ensure that full and accurate records of activities and decisions are created and captured and observe records management procedures in accordance with Council policy.
- ▶ Be committed to the implementation of the Council Plan and annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all other employees across all departments.
- ▶ Contribute to the improvement of the department by innovation and personal initiatives and contribute to team meetings.
- ▶ A commitment to the principles that support the safety and wellbeing of all children.

Interpersonal Skills

- ▶ The role requires skills in oral and written communication.
- ▶ Ability to discuss and resolve minor problems.
- ▶ Able to co-operate with other staff to work effectively as a team.
- ▶ Enthusiasm and flexibility

Organisational Context

The Mansfield Shire Council organisational structure has been developed with the following departments reporting directly to the CEO:

- ▶ Community Health & Wellbeing
- ▶ People, Communication & Governance
- ▶ Capital Works & Operations
- ▶ Investment & Planning Services.
- ▶ Business & Finance

This structure has been designed to ensure a clear focus on the delivery of best value services and to utilise the skills and experience of staff in the most effective manner.

Extent of Authority

- ▶ This role can work in either a team environment or individually under supervision.
- ▶ The nature of the work will be clearly defined with established procedures.
- ▶ Some originality in approach will be required with solutions based on previous procedures and practices.
- ▶ This role is responsible for assuring the quality of the work performed.

Judgement and Decision Making

- ▶ The nature of work for this role is clearly defined and related procedures are well understood and clearly documented.
- ▶ The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes and guidance and advice always available.

Management Skills

- ▶ Basic skills in managing time, setting priorities, and planning and organising one's own work so as to achieve objectives in the most efficient way.
- ▶ The position may assist other employees by providing guidance, advice or training on routine technical or administrative matters.

Diversity and Inclusion

- ▶ Mansfield Shire Council is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- ▶ We value inclusion and diversity within our workforce and our community, supporting the invisible and visible qualities of all who walk through our doors. As an employee of Mansfield Shire Council, you will respect and show kindness to all regardless of ethnicity, sexuality, identity or any other protected attribute.

How to apply

- 1 Cover letter**
Prepare a cover letter providing a snapshot of why you are interested in the position and the reasons we should hire you. Include any required information that has been outlined in the job advertisement. Your cover letter should be no longer than one page in length.
- 2 Key selection criteria**
Respond to the list of key selection criteria clearly demonstrating how your qualifications and/or experience would help you to meet the requirements of the role. **Please ensure that you address all key selection criteria contained within the position description.** This document should be kept to a maximum of two pages if possible.
- 3 Resumé**
Provide your up to date resumé containing a summary of your skills, employment history, experience, knowledge and abilities. A good resumé will be tailored to the position you are applying for with emphasis on the skills and experience that directly relate to the role.
- 4 Submit your application by the closing date**
Once you have collated the necessary documents, visit the Mansfield Shire Council's 'Information for Applicants' web page at mshire.co/applicant-information, for information on how to submit your application. All information must be received by Council prior to the advertised closing date.

For more information please contact:

Gareth MacDonald, Coordinator Tourism, Events & Youth Services on (03) 5775 8520

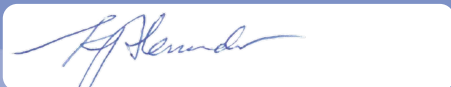
More detailed information on how to apply is available at

mshire.co/applicant-information

including tips for addressing key selection criteria, writing a cover letter and resumé.

OFFICE USE ONLY

Authorised by CEO:



Employee's
Signature



Date:

10/06/2025

Employee's
Name

Date: / /



Mansfield Shire