



Mansfield Shire

Position Description

Youth and Events
Officer

High Country, Lakes and Rivers



Youth and Events Officer

Vision - Together we work with our community to make Mansfield Shire an even better place.

Mission - As one team, we plan, engage, communicate and deliver for our community

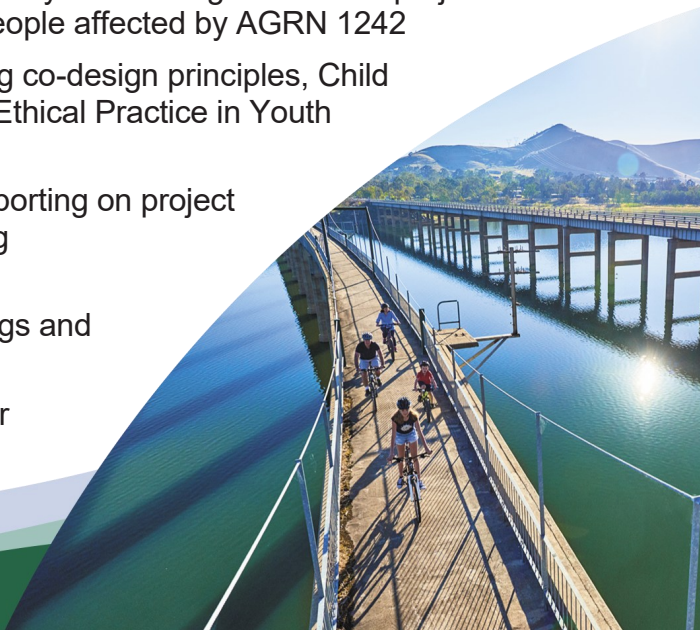
Position Number	Classification	Date
62.1	Band 5	March 2026
Unit	Enquiries	Status (FTE)
Investment & Planning	Senior Coordinator Economic Development	1.0

Position Overview

The role will support Council's Events Program and Youth Events team to deliver project outcomes for young people and the wider community. The Youth and Events Support Officer will support the events and youth team in relation to delivering bushfire impact related projects and events for damaged assets managed by or owned by Council as a result of January 2026 Bushfires in Victoria, and activities relating to AGRN 1242.

Key Accountabilities

- ▶ Assist with the planning of and facilitation, of online and face-to-face meetings, and training alongside community groups and local young people to build resilience and skills through events related to the AGRN 1242
- ▶ Provide input to the development of program materials and events ensuring they are effective for the relevant audience, especially in relation to the January 2026 bushfires in Victoria.
- ▶ Support and assist with planning, logistics, and delivery of both large and small project gatherings and events for community and young people affected by AGRN 1242
- ▶ Ensure professional standards are upheld, including co-design principles, Child Safe Standards and the framework of the Code of Ethical Practice in Youth Work. (You will receive training in these.)
- ▶ Contribute to and provide support to the team in reporting on project deliverables and ensure compliance with all funding requirements,
- ▶ Attend and actively take part in regular staff meetings and activities.
- ▶ Carry out any other duties your supervisor/manager



may assign to you, having regard to your skills, training, and experience, and in relevance to the AGRN 1242

Qualifications and Experience


Experience

- ▶ Experience in providing and facilitating activities in a community environment and/or relevant experience in a role requiring similar skills.
- ▶ Experience with administrative tasks
- ▶ Experience engaging and working with young people
- ▶ Ability to work cooperatively in a team environment
- ▶ Good verbal and written communication skills
- ▶ Events or Hospitality experience

Qualifications

- ▶ Current Victorian Drivers License
- ▶ Current Working with Children Check
- ▶ National Police Check

Key Selection Criteria

- ▶ Ability to develop positive and strong relationships with peers and others such as colleagues, teachers or community leaders
 - ▶ Willingness to undertake training in youth or community services as part of the role.
 - ▶ Great organisation and administration skills.
 - ▶ Ability to be flexible and work weekends or extended hours to deliver events program
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Organisational Relationship

Reports to

Senior Coordinator Economic Development

Supervises / Manages

Nil

Internal Liaisons

Mansfield Shire Council Staff

External Liaisons

- ▶ Young People
- ▶ Community members, community groups and organisations
- ▶ State and federal agencies
- ▶ Local and Regional Stakeholders
- ▶ Event suppliers and stallholders

Specialist Knowledge and Skills

Knowledge of:

- ▶ Council Plan
- ▶ The Team Business Plan

Skills and Competencies

- ▶ Ability to work with community groups and young people particularly in achieving identified goals.
- ▶ Demonstrated experience in event or community work
- ▶ Administrative skills.
- ▶ Experience in the use of IT systems and processes to foster business unit and workplace objectives.
- ▶ Ability to think creatively when solving minor problems

Our Values



Position Descriptors – Band 5

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 within the Council.
- ▶ 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, communicate with customers in a friendly and courteous manner, effectively manage their enquiries and complaints and deliver timely punctual and reliable service.
- ▶ Provide assistance with Municipal Emergency Services as required.
- ▶ Support principles in place to make informed decisions in relation to services and assets considering built, social, economic and natural impacts of service delivery, asset provisions and asset maintenance.
- ▶ 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 and implementation of the Council Plan and Annual Business Plan of Council.
- ▶ Work cooperatively and ensure positive communication and relationships with all staff across all departments.
- ▶ Understand the Best Value principles and practices relevant to the Department.
- ▶ 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

- ▶ Well-developed oral and written communication skills.
- ▶ Ability to discuss and resolve problems.

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

Freedom to act is governed by clear objectives and/or budgets with frequent prior consultation with more senior employees and a regular reporting mechanism to the department manager.

Judgement and Decision Making

- ▶ Work generally falls within specific guidelines, but with the scope to exercise discretion in the application of established standards and procedures.
- ▶ Problems are occasionally of a complex or technical nature with solutions not always related to previous situations and some creativity and originality is required.
- ▶ The effect of decisions or actions is usually limited to a localised work group or function, individual jobs or clients, or to internal procedures and processes.
- ▶ Objectives of the work are usually well defined, but incumbent must be capable of selecting from the methods, processes or equipment available.
- ▶ Must be able to quantify the resources required and guidance and advice is usually available within the time available to make a choice.

Management Skills

- ▶ Skills in managing time, setting priorities, planning and organising one's own work.
- ▶ Supervision skills to establish and maintain productive relationships with staff, community internal and external stakeholders.
- ▶ Knowledge of, and ability to implement personnel practices including equal opportunity and health and safety, training and development.
- ▶ Apply initiative and innovative thinking to organisational problems.
- ▶ Achieve annual strategic performance objectives set for the position.

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, Senior Coordinator Economic Development on (03) 5775 8555

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:

9/6/2026

Employee's
Name

Date: / /



Mansfield Shire