

Position Description – Legislation Officer

Portfolio	Parliamentary
Positions available	2
Time commitment	2 hours per week (Please note this may vary by 2-3 hours depending on the time of year)
Position Reports To	Senior Coordinator – Parliamentary
Roles supervised by this position	N/A
Applications close	5:00PM AWST Monday 8 th January
Application link	https://bit.ly/TaskforceApplication

Purpose of Position

This role is primarily responsible for ensuring that Youth Parliament legislation is of an acceptable standard, submitted on time and formatted correctly.

Who we are looking for:

The following responsibilities will need to be demonstrated in the application period to be considered for Taskforce:

1. **Organisational abilities:** We are looking for someone who is organised and proactive, with an emphasis on keeping on top of workloads and meeting deadlines.
2. **Teamwork and leadership:** We are looking for someone who can work effectively with others and develop new ideas in collaboration with the rest of the team.
3. **Professional ambassadorship:** We are looking for someone who can conduct themselves professionally throughout the program, including when engaging with stakeholders, participants, staff and other volunteers.
4. **A commitment to young people:** We are looking for someone who is passionate about working with young people and wants to create a safe environment for our participants to thrive. All successful Taskforce members must be willing to obtain a Working with Children Check and undergo a Police Check, and must ensure they are always upholding safeguarding requirements.

The following are not mandatory but are desired qualities:

1. Political knowledge and familiarity with parliamentary processes
2. Residential camping experience
3. Facilitation experience for small and large audiences
4. Experience in program development and design
5. Experience in online facilitation and logistics.

You must be over 18 years old by 1 March 2024 and reside within Western Australia.

Your Volunteer Rights

- To work in a healthy and safe environment
- To be engaged in accordance with equal opportunity and anti-discrimination legislation
- To be adequately covered by insurance
- To be given accurate and truthful information about the organisation for which you are working
- To be given a copy of the organisation's volunteer policy and any other relevant policies/procedures
- Not to fill a position previously held by a paid worker
- Not to do the work of paid staff during industrial disputes
- To have clarity of the requirements of the responsibilities and working hours
- To be provided with orientation to the organisation
- To have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- To be provided with sufficient training to undertake tasks
- Say 'no' when you cannot commit to a task.

Your Volunteer Responsibilities

- Be reliable
- Respect confidentiality
- Be accountable
- Be committed to the organisation
- Undertake training as requested
- Ask for support when you need it
- Value and support other team members
- Carry out the work you have agreed to do responsibly and ethically
- Notify the organisation as soon as possible of absences
- Adhere to policies and procedures
- Look after your own health and safety
- Not do anything that will harm you or those around you.

Commitment Expectations

As a member of Taskforce, you must be able to meet the following expectations of the 2024 program:

- Attend monthly Taskforce meetings, dates to be confirmed at the first Taskforce meeting
- Attend team meetings, to be arranged and confirmed after appointment
- Ensure all communication is appropriate and timely
- Complete all work assigned and agreed to at a professional and timely standard
- Attend the following program commitments:
 - Taskforce Training – Saturday 20th January and Saturday 2nd March
 - Participant Training Days – Saturday 20nd April, Saturday 25th May and Saturday 22nd June
 - Residential Camp – Sunday 7th July – Friday 12th July
- Complete a MEL feedback interview, which will conclude your Taskforce obligations.

What You Will Get Out of It

As a Y WA Youth Parliament Taskforce volunteer, you will be provided:

- Be part of a program that seeks to empower and inspire young people
- See the impact you can have on young people you work with
- Complete Mental Health First Aid and First Aid qualifications
- Develop your professional and interpersonal skills in a workplace environment
- Participate in comprehensive training around facilitation, teamwork, and leadership

- Access to the Y WA's Employee Assistance Program.

Duties & Responsibilities

General Duties

- Assist the Senior Coordinator Parliamentary to supervise Advisors and ensure their Bills are submitted on time
- Take responsibility for the editing of all Youth Parliament bills and amendments, including:
 - Formatting the bills using the bill template in line with Western Australian legislation
 - Editing the bills to ensure that there are no spelling, grammatical or other errors
 - Sending sections of the bill back to the committee advisor if changes are required
 - Saving PDF and word copies to be incorporated into the Parliamentary Handbook
 - Ensuring that bills are within the prescribed word limits
- Be available to edit bills during the week of Monday 23rd May to Sunday 29th May
- Be available to edit amendments during the week of Monday 13th June to Sunday 19th June
- Assist the Education and Training Officer in delivering legislation training, as required
- Act as a point of contact for advisors who need assistance with the bill writing template
- Provide a report of recent activities at each Taskforce meeting
- Provide support and assistance to the Senior Coordinator Parliamentary as required

Advisor Duties

- Initiate and maintain contact with members of your committee throughout the program
- Guide your committee through the brainstorming, research, ideas development and writing stages of the Bill and amendment process (including using correct Bill format)
- Work to ensure your committee works collaboratively and cohesively, and ask for help from other Taskforce members or the Program Coordinator as required
- Take responsibility for the selection of your committee's supporting and refuting ministers

Duties during YP Camp

- Edit the Youth Parliament bills during Parliamentary sessions, incorporating any successful amendments into the final versions ready to be passed on to relevant stakeholders
- Participate in all rosters of Taskforce duties as required
- Provide support and assistance to fellow Taskforce members and Y staff as required

DISCLAIMER: *The information contained in this position description is intended to describe in general the nature and level of work being performed by the volunteer in the assigned position and is not an exhaustive list of all responsibilities, duties, or skills required. From time to time, the volunteer may be required to perform duties outside of their normal responsibilities as required and as directed.*

Selection Criteria

- Strong time management skills with an ability to complete tasks under strict deadlines and operate well under pressure
- Comprehensive understanding of the Youth Parliament bill writing process
- Familiarity with Western Australian legislation is desirable
- Excellent eye for detail and ability to proofread content, picking up errors in formatting as well as spelling and grammatical mistakes
- Ability (or willingness to develop the skills required) to complete all duties as listed above
- Excellent proficiency in Microsoft Office, or willingness to develop
- National Police Clearance and Working with Children Check (or willingness to obtain).