



YOUTH WORK NSW

ROLE DESCRIPTION – GENERAL SECRETARY

Position Title:	Youth Work NSW General Secretary
Duration:	From election at the Inaugural General Meeting to the first Annual General Meeting of the Association.
Pay:	Currently voluntary. Under the Constitution, the General Secretary may be paid if the Association so decides and has the resources to do so.
Works closely with:	Youth Work NSW Convenor and Deputy Convenor, Executive Committee.
Reports to:	Youth Work NSW Executive Committee

Position summary

The primary purpose of the General Secretary is to ensure the decisions of the membership are implemented by the Association. The General Secretary is directly elected by and accountable to the entire membership.

The General Secretary works with the Executive Committee, members and allied organisations to ensure that Youth Work NSW can achieve the goals set by the constitution, the Executive Committee and the decisions of its members, and remains true to its purpose and ethics. The General Secretary is a member of the Executive Committee, providing advice and recommendations.

The General Secretary is the public face of the organisation and is responsible for giving direction and clarity to the organisation's strategic and policy development.

The priorities for the new General Secretary will be to monitor the implementation of the Constitution, establish the economic base of the Association, raise the profile of the organisation, develop partnerships with both government and non-government sectors and expand the membership base.

Attributes:

- Significant experience and standing as a practicing youth worker
- Outstanding communication skills, in writing and in person, and across a range of audiences.
- Sufficient time, given that this is a voluntary position.
- Clear commitment to youth work as a profession and to the Code of Ethics.
- A capacity to think strategically.
- A collaborative relationship builder and decision maker.
- Excellent diplomatic skills

- Ability to create and inspire confidence internally and externally and to make decisions in a timely fashion.
- Sympathetic personality with firmness and fairness on principles being reflected through their actions and interaction with people.
- Ability to build relationships with government and with organisations inside and outside the youth work sector.
- Sensitivity in working with diverse cultures.
- Outcome focused.
- Good sense of humour and positive attitude

Duties may include (but not be limited to)

- Assist the Executive Committee in overseeing the development of strategy and the effective use of available resources.
- Work with, support and coordinate members to drive and oversee the implementation of Youth Work NSW's strategy, goals and objectives.
- Stay abreast of performance and activities across the Association and ensure regular updates are provided to the Executive Committee,
- Support the Executive Committee in overseeing the Association's organising and campaigning activities.
- Identify and explore opportunities that would help the Association to achieve its goals and secure the long-term health and sustainability of the Association.
- Safeguard the integrity, reputation and resources of Youth Work NSW, to manage risk and take such measures as are necessary to protect the interests of the Association and its membership.
- Assist and support the Executive Committee in maintaining Youth Work NSW's democratic processes, including the AGM, the committee itself and any Association elections in-line with the Association's rules and constitution.
- Ensure that the Youth Work NSW Committee receives the appropriate advice and information required to effectively carry out its duties and make informed decisions.
- Represent Youth Work NSW externally, build relationships with external organisations and be a spokesperson for the Association where appropriate, necessary and where it is mandated by the Committee.

Where the Association may employ staff or consultants, support the development and implementation of best employment practices, including relevant policies and procedures, manage staff, and lead by example.