

TransFolk of WA

Youth Services Officer (0.4 FTE)



Full Job Description

- Support community programs for young trans and gender diverse people in WA
- Facilitate weekly in-person social networking sessions for trans and gender diverse youth
- Coordinate fortnightly educational workshops

Educate your community about your experience

TransFolk of WA is an organisation that seeks to support, advocate and improve the lives of trans and gender diverse people in Western Australia. As a part of our services, we provide training to the broader community about trans and gender diverse people and their lives in Western Australia, and how to be allies to our community. We are looking for enthusiastic individuals who are willing to help us grow and support our community to support each other.

About the role

In this part-time role, you will be responsible for the execution of TransFolk of WA's new Youth Services Project. The project offers regular weekly social spaces and fortnightly semi-structured learning sessions providing information uniquely relevant to TGD young people. This is a paid position requiring 16 hours each week.

Your Day to Day

In this role, you will be asked to:

- Facilitate weekly social events; expected to be two hours in duration at a location in the Perth CBD, including event setup and pack down
- Develop and maintain an educational workshop schedule in consultation with youth advisory group and coordinate virtual delivery for those unable to attend in-person
- Leverage existing partner organisation relationships to identify suitable event spaces and advertise upcoming events
- Create and moderate digital project channels (Facebook group, Discord, etc.)
- Provide project and operational support, including monitoring and reporting on project plans, milestones, and deliverables, to ensure time, cost and quality indicators are in line with approved project plans
- Update and collate documentation and records regarding issues, policies, and practices to ensure project delivery compliance with service proposal
- Provide support and assistance to voluntary staff

- Provide leadership and direction to voluntary staff in program by ensuring transparency of process, where possible, and effective communication
- Ensure all information provided to voluntary staff is reliable and current

About you

We want to hear from you if you:

- Are enthusiastic about supporting the trans and gender diverse community
- Can work with minimal supervision and as part of a team
- Have some experience coordinating a team
- Are willing to learn new skills
- Can maintain confidentiality

This is a lived experience role, therefore lived experience, while not mandatory, is highly regarded.

Would you like more information?

For more information, you can email jointheteam@transfolkofwa.org

Want to join us? Here's how to apply

For your application to be considered, we ask you to:

- Email us at jointheteam@transfolkofwa.org
- Attach an updated resume
- Give us a brief outline of how you suit the role.
- Provide copies of any relevant checks or qualifications.

TransFolk of WA is an equal opportunity employer that is committed to fostering a diverse workforce. We encourage applications from people with a disability and will make any reasonable adjustment that you need both in the interview process and on the job – if you need assistance or if you have any questions in relation to the recruitment or application process, please let us know at jointheteam@transfolkofwa.org