

The Youth Justice Conferencing (YJC) Convenor Information Sheet

Youth Justice NSW administers and manages the YJC program in accordance with the *Young Offenders Act 1997*.

What is YJC?

Youth Justice Conferencing is a program based on restorative justice principles and practices. It is a problem solving approach to repairing the harm caused by the offending behaviour and restoring relationships between the victim, the young person, and the supporting participants.

Young people, victims, their supports (i.e. immediate and/or extended families), and professional support networks are brought together to discuss and develop an outcome plan about how the young person will repair the harm caused by their offending. This practice seeks to utilise the resources of the conference participants to support the young person to develop positive skills while increasing victim satisfaction with the justice process.

Who are YJC convenors?

Conference convenors are statutory appointees engaged by Youth Justice NSW under the *Young Offenders Act 1997* to prepare and facilitate youth justice conferences in local communities with young people who offend, victims, support people, police, and others affected by the offence.

The successful candidate should live or work in the nominated area.

About the role

Conference convenors will:

- Prepare, facilitate, and record information according to relevant legislative and operations needs
- Communicate well and engage with others
- Develop rapport and engage participants to feel safe to discuss in a group environment
- Establish and maintain working relationships with police, support services, and other agencies
- Utilise community services to refer to access or participate to develop young people
- Increase victim satisfaction with the criminal justice system.
- Complete administrative tasks associated with the conference.
- Proactively engage with Assistant Managers in supervision.
- Gain and develop knowledge relevant to significant issues that have an impact on Aboriginal Young People, Families and community.
- Develop rapport and proactively engage with Aboriginal communities to facilitate a Youth Justice Conference

Essential requirements

Conference convenors need to have the following:

- Possess good organisational skills to prioritise activities to meet strict timeframes
- Good verbal and communication skills
- Be confident in managing conflict
- Ability to work with minimal supervision
- Good computer skills
- Working with Children Check - For paid employment
- National Criminal Police Check
- NSW Drivers licence

- Access to computer and mobile phone
- Availability to complete an initial 4-Day pre-appointment training program – recruits are paid to attend training

Following successful completion of training, applicants will be requested to attend the local induction meeting at the designated Youth Justice Community Office.

Key Training Dates:

- Maitland 5-8 May
- Moree 11-14 May
- Wagga 25-28 May
- Yasmarr 1-4 June
- Yasmarr 15-18 June
- Yasmarr 22-25 June (not confirmed)

How many conferences are YJC convenors allocated?

Conference convenors are allocated a referral on a need basis, as the volume of referrals received by police and courts dictates the amount of work convenors will be offered. The availability and frequency of work cannot be guaranteed.

Can I undertake other work while being a convenor?

Many conference convenors have other employment. Federal and state public servants applying for YJC convenors positions are encouraged to apply for approval from their CEO to engage in secondary employment.

How to apply

Before applying for the role:

- Have ready or create an email address
- Answer all questions on the online application form via www.iworkfor.nsw.gov.au
- Include an up to date Resume of no more than three (3) pages which clearly details your skills and experience relevant to the position
- Include a brief cover letter of no more than one (1) page introducing yourself and explaining why you think you are suitable for the role.

Steps to apply:

- click on the link in the job ad. It will take you to a Privacy Agreement with information on how information, which is collected, stored and how it is used by the NSW Government and service provider.
- Choose either Accept or Decline.

If Accepted, you will be taken to the log in page. If you do not have an account, you will need to register. The registration includes creating a username and password, and providing your email address.

When you have created or logged into your account, you will be taken to the application page for the role. There are nine (9) steps where you will be required to provide information about yourself.

Step 1: Personal Information, accessibility adjustment requirements, and whether you work in the NSW Public Sector

Step 2: Background Information, requirements for the role, and how you have heard about the role. This includes an agreement to check your email – including spam.

Step 3: Supporting Documents. Upload your cover letter here. You can also upload your resume. Alternatively, you can complete your resume and complete in the following steps.

Step 4: Education History

Step 5: Work Experience

Step 6: References. Two (2) referees are required.

Step 7: Diversity Information

Step 8: Disclaimer

Step 9: Submit your application

After submitting your application

- Check your email each day and complete tasks as soon as possible
- Update your email address, contact phone number and any other personal details if they change
- Recruitment call from a private number, ensure that you answer these calls

Any enquiries contact your nearest Local Youth Justice Community Office.

Youth Justice is committed to building a workplace that values and supports diversity and inclusion.

We actively promote the employment of women, people with a disability, Aboriginal and Torres Strait Islanders, LGBTI and people from culturally and linguistically diverse backgrounds.