Youth Services

Wyndham Workers With Young People Network

**Terms of Reference**

**Role and Purpose**

The Wyndham Workers with Young People Network (WWWYPN) is a network that is coordinated and facilitated by Wyndham City Council Youth Services. The network provides an opportunity for professionals who work with young people aged 12-25 who live, work study or recreate in the Wyndham municipality to:

* Build strong connections to other service providers/professionals
* Share ideas/knowledge, learnings and trends
* Engage in training opportunities

**Term**

This term of reference is effective from February 2021 and will be ongoing until the termination by agreement between members and facilitators

**Membership**

The WWWYPN is open to professionals who work with young people aged 12-25 in the Wyndham Municipality.

Membership will provide an opportunity for networking and for the sharing of relevant service information. Wyndham City Council Youth services will utilise participant feedback to frame any training opportunities offered to the group provided they are relevant to the audience. This will be decided by Wyndham City Youth Services Staff who coordinate the network.

**Role and Responsibilities**

Wyndham City Youth Services staff will chair, facilitate and commit to:

* Ensuring that the network is a key forum for building capacity, holding professional, evidence-based conversations, sharing practice and data
* Facilitating opportunities for the network to engage with the broader youth worker community and key partners across Government, Non for Profit Organisations, business, and community sectors to improve young people’s outcomes
* Work towards a community of practice approach which enables a lever for system wide improvement that enables capacity building of members
* Building practice and knowledge to enable learning within the network, fostering a network of joint accountability and internal commitment to improving better outcomes for young people
* Development of a shared repertoire of resources including experiences, tools, and shared practice
* Provide members an agenda of each meeting held at least 2 weeks prior to the scheduled meeting time
* Be open and encourage member participation in discussions
* Advise members of any cancellations and changes to agenda items
* Provide 3-6 training opportunities per calendar year in line with participant feedback
* Create and distribute a newsletter every fortnight outlining service updates sent through by members of the network.
* Commit to the growth of the network by 20 new members per year
* Supports and welcomes new members
* Undertakes evaluation and reporting of the network

**WWWYPN members will:**

* Engage in an active role in advancing the goals of the network
* Participate in an annual WWWYN survey to share how you have utilised the network in your work and provide feedback on how it can be improved
* Participate in network meetings and provide input to current trends and evidence-based practices to build better outcomes for young people
* Commit to attending network meetings each year
* Be dedicated to using the opportunity to network with other service providers/professionals
* Share their ideas/knowledge and experience with other members of the network
* Advise the network each year of any changes to their personal details
* Engage in regular planning and evaluations of the network

**Meeting Structure**

* A blended delivery of face to face and online meetings. Face to face meeting will be held at the Youth Resource Centre, 86 Derrimut Road, Hoppers Crossing
* Meetings are held every 6 weeks on Thursdays between 9.30am – 11.30am
* All meetings will be chaired by Wyndham City Council Youth Services, Senior Youth Support Officers
* Meetings will consist of networking opportunities, training and sharing of services/ trends
* Decisions about meeting agendas and delivery modalities will be discussed with the WWWYPN members with important decisions being made by consensus
* Agenda will be sent to the members 2 weeks prior to the scheduled meeting date
* Meeting minutes will also be distributed within five working days of the meeting

**Expected Behaviour**

All WWWYPN members will uphold the following values and behaviours:

* Behave in a professional manner
* Show respect for each member of different organisations and members of the public
* Actively listen and respect members opinions and views

**Misconduct**

If members of the WWWYPN take part in misconduct within the meetings, then they may be asked to rescind and remove themselves from the network. Misconduct includes (but isn’t limited to):

* Bullying
* Physical or verbal fighting
* Disrespecting others
* Consummation of alcohol and other drugs
* Excluding and/or disrespecting other members

**Amendment, Modification or Variation**

* The WWWYPN Terms of Reference will be reviewed annually by Wyndham City Council Youth Services staff
* Further amendments can be made at any time; however, this must be in consultation with the network.
* The amendment will go the WWWYPN for review before implementation.