



# YOUTH NEXUS

## HANDBOOK

2021



# About us

## VISON AND MISSION

YOUTH NEXUS IS AN AUSTRALIA WIDE YOUTH INITIATIVE AIMED AT EMPOWERING THE YOUTH TO SERVE HUMANITY. A PLATFORM FOR THE YOUTH, ENCOURAGING THEM TO SPEAK, LEAD AND PROMOTE POSITIVE CHANGE

At Youth Nexus, we aspire to promote the development, leadership and employability skills of the youth by equipping them with the necessary resources. We strive to provide the youth with opportunities to engage and connect with each other and the wider community. We will exert all our energy to inspire young generations to serve humanity through collaborative action with vigour and dedication for a more inclusive, harmonious and benevolent shared future

### VISION

To foster young Australians to advocate, lead, thrive and serve humanity through collaborative action.

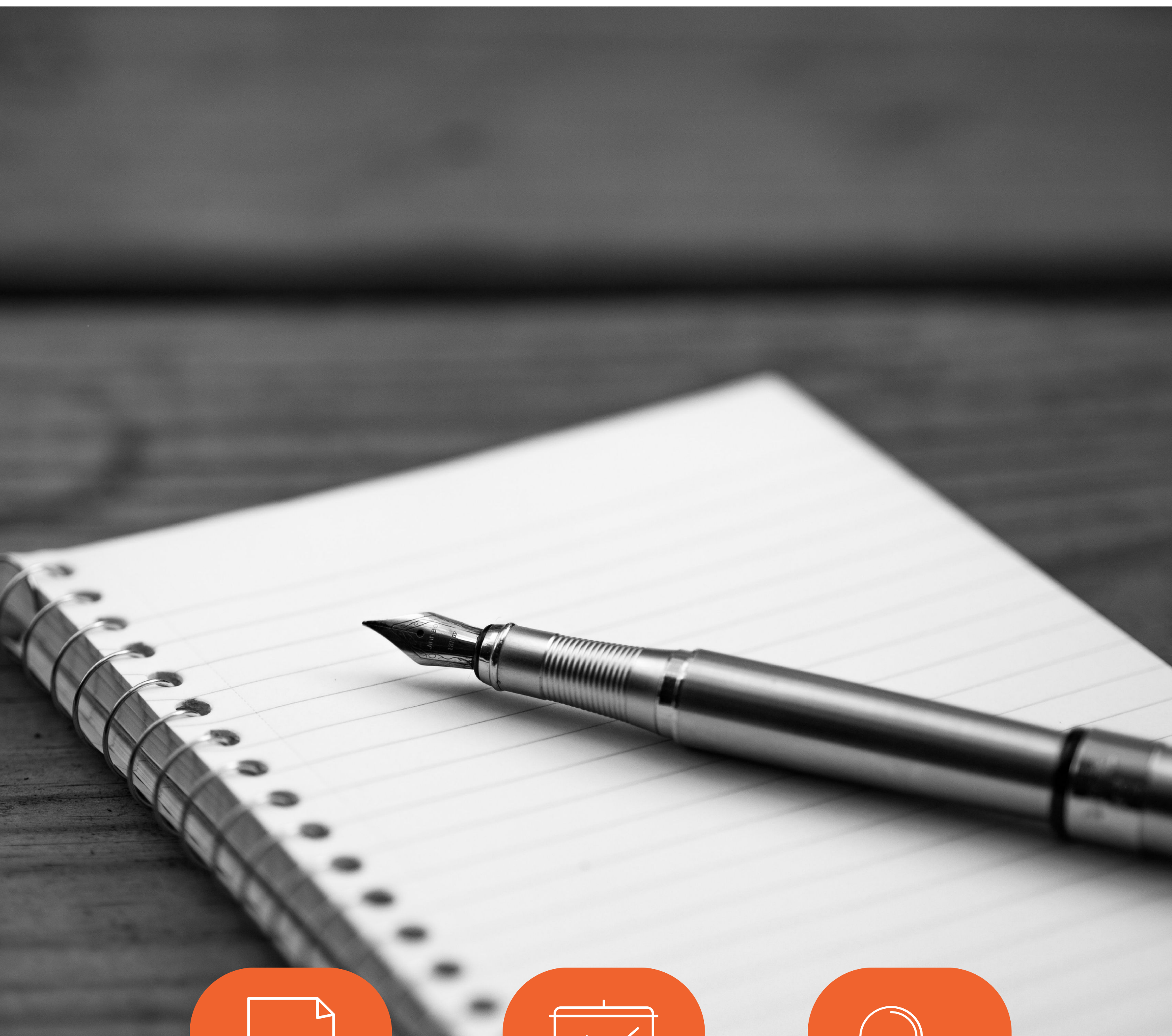
### MISSION

To equip young individuals with essential skills and resources to achieve their full potential and contribute to their communities.

To create a platform for Australian youth to promote and strive for the advancement of tolerance, diversity and harmony.

***'Cultivating Connections'***





Youth Nexus was initiated in 2020 by representatives from existing youth organisations in Australia. These youth organisations have been around since the mid 90's.



In 2020, youth organisations in each state came together to collaborate for a more efficient and cohesive execution of operations. Each state then transitioned and adopted the name Youth Nexus.



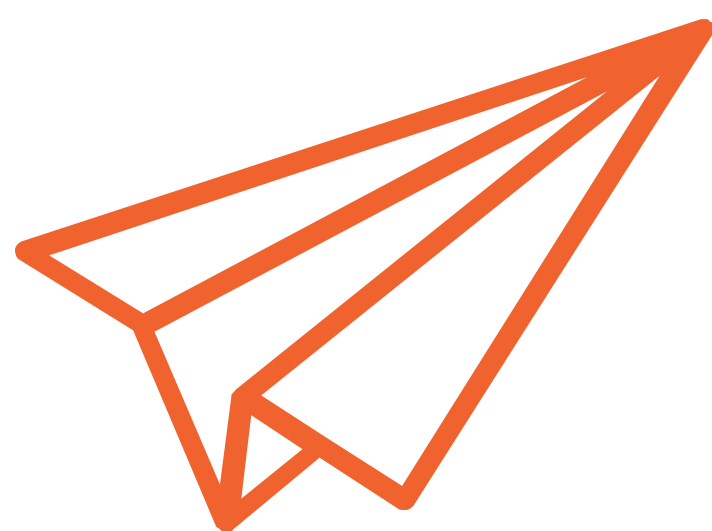
Each state will continue to carry out their programs and activities with their own team members and volunteers as usual, with only the President, the Youth Advisory Committee and the Design team forming the national component of the organisation.



# Purpose of this document

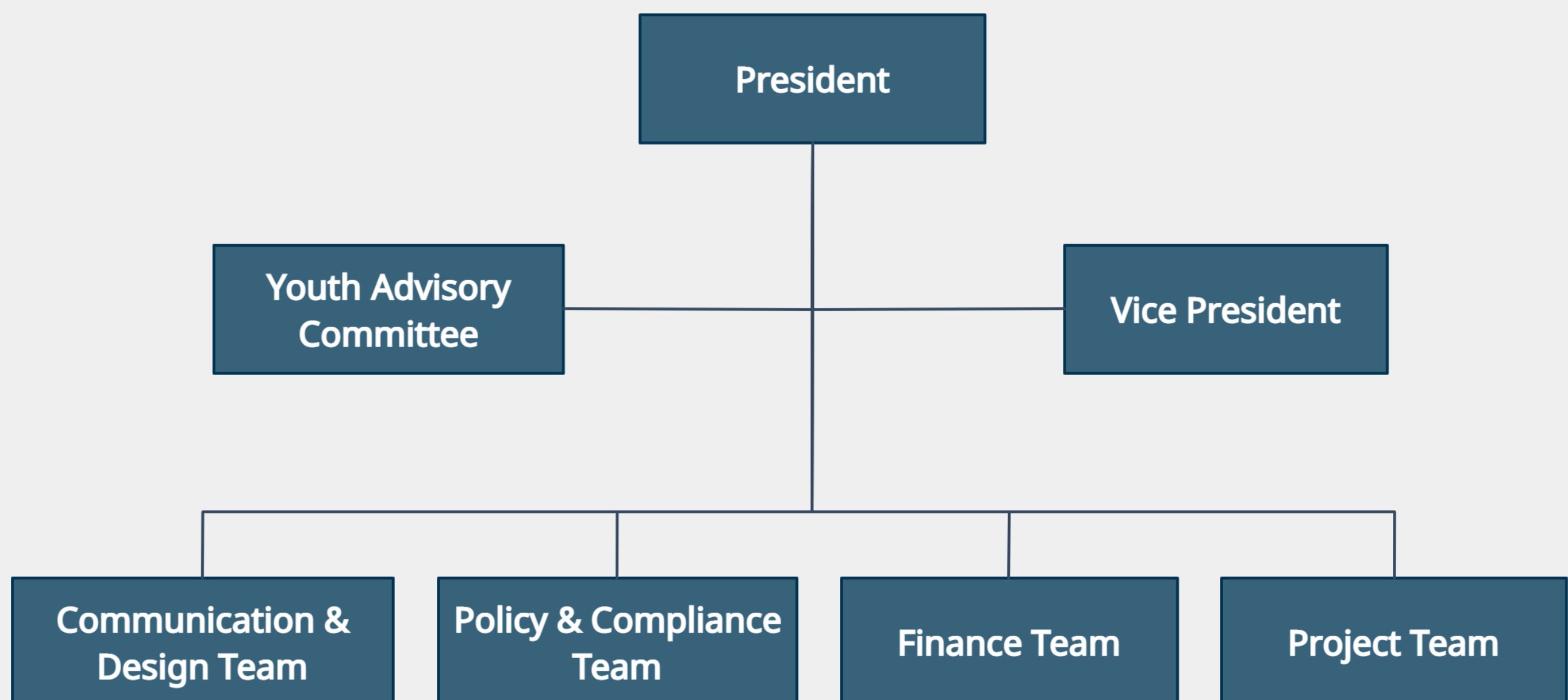
The Youth Nexus Handbook offers a code of conduct for all of its staff, members, employees, volunteers, mentors, mentees (and/or ambassadors) to adhere to. This will allow the staff, members, employees, volunteers, mentors, mentees (and/or ambassadors) to navigate through their roles and responsibilities within an appropriate framework and refer to this handbook throughout their engagement with YN. It is required from everyone that they are familiar with the below-outlined information and policies to ensure a safe and efficient relationship.

This handbook aims to reflect and contribute to the mission and vision of Youth Nexus. In doing so, it aims to create a safe and open space for all of its people. The policies outlined in the handbook apply to Youth Nexus' employees, volunteers, mentors, mentees (and/or ambassadors).





# Organisation structure



## **President**

Overview of organisation, establishing short and long-term goals, presiding over the organisation, administration and management, ensure internal and external communication is established, and all teams are meeting their goals.

## **Vice President**

Assists the President where required.

## **Youth Advisory Committee (YAC)**

Will discuss issues, concerns, goals, and objectives on a monthly basis with the President. The YAC forms the national component of the project team. The Advisory Committee will communicate earnestly in good faith in relation to any organisational objectives, functions, and activities.

## **Communication & Design**

This team will be responsible for establishing and maintaining the brand of Youth Nexus.

## **Policy & Compliance**

This team will be responsible for designing and implementing policies for the effective function of the organisation as well as ensuring compliance of members with set processes and good practice.

## **Finance**

This team will be responsible for managing the finances of the organisation and ensuring transparency in all financial dealings and arrangements.

## **Project**

This team is responsible for the management of all the initiatives and projects that will be undertaken by the organisation throughout the year. The project team is the only team operating on the local level.



# OUR PROGRAMS

## Nationwide

Youth Nexus aspires itself with the richness and variety of programs and events it hosts and co-hosts.

Our events and programs consists of:

- Educational seminars, workshops, programs, camps, trips, social activities, gatherings and many more. There is no end to the variety of programs we are involved in.
- Our organisation is heavily involved with collaborations with other organisations to ensure maximum efficiency, productivity and engagement.
- Furthermore, each state hosts events, projects and activities peculiar to them.



Team members



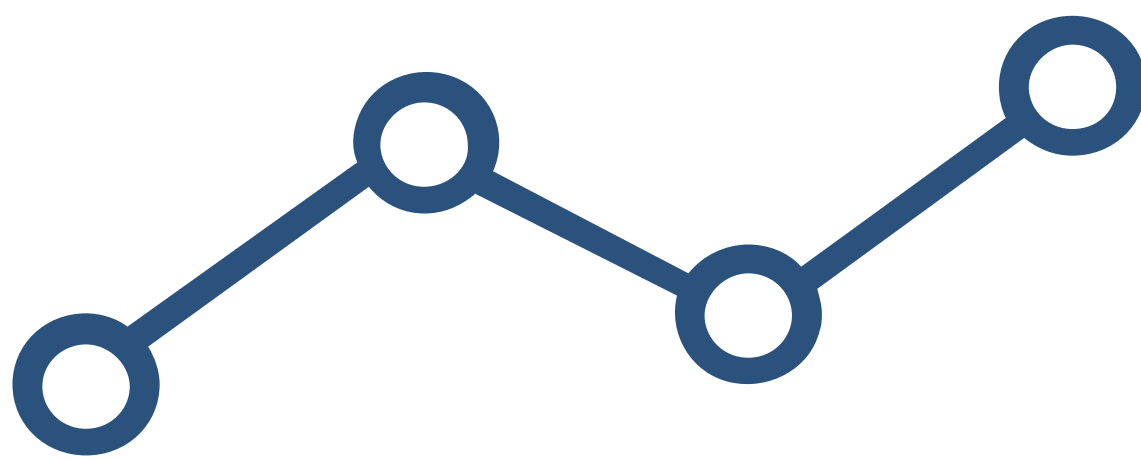
General members and/or volunteering



Mentoring



# HOW TO GET INVOLVED



## You can participate in many ways...

- Simply join, attend and participate in our programs, activities and events. You can just pop by.
- Volunteer at our projects and events. When a project or event is initiated, you may volunteer for that particular project/event through any of the teams.
- Become a part of a team by reaching out to us. You may simply submit an interest or application for one of the teams or roles.
- Become a mentor. In addition to being a mentor, you will also have the opportunity to participate in Youth Nexus related programs.



# POLICIES

Please familiarise yourself with the following Youth Nexus policies:

## Recognition of Indigenous Peoples

Youth Nexus recognises that we live and work on the traditional lands of the First Nations peoples of Australia. Youth Nexus acknowledges the Aboriginal and Torres Strait Islanders' connection to the land and its waterways and pays respect to its cultural heritage. Youth Nexus staff, members, volunteers, and mentors (and/or ambassadors) will respect the Aboriginal and Torres Strait Islanders' culture and rights as it 'relates to Indigenous young people's self-esteem and sense of identity'.

## Privacy, Confidentiality & Data Protection Policy

### Principle:

Youth Nexus is bound by the Australian Privacy Principles contained in the Privacy Act 1988. The Act details how businesses and organisations must manage personal information of staff, members, and volunteers. It regulates what personal information can be kept, in addition to how organisations collect, use, secure, and disclose that information.

Individuals will have the right to know why an organisation is collecting their personal information, what information it holds about them, how it will use the information, and who else will get the information. Individuals will also have the right to verify that personal information held by an organisation is accurate and may complain if they think their information is not being handled correctly.

### Details:

Youth Nexus maintains information regarding its staff, members, volunteers, and mentors to monitor performance, development, and wellbeing. As mentioned above, every individual will have the right to know what, why, and how the organisation is collecting their information.



# Anti-Oppressive Practice: Non-Discrimination, Equity & Self-Awareness Policy

## Principle:

All persons engaged with Youth Nexus will work to ensure that equality of opportunity is upheld; and recognise that everyone has the right to be treated with fairness, dignity, and respect regardless of race, gender, religion, disability, or sexual orientation. Youth Nexus believes that everyone has the right to a fair and equal opportunity without being discriminated, as everyone has the right to participate and engage without being excluded. We will strive to establish a non-discriminatory environment through promoting empowerment for all. We are committed to adhere by the best practices and procedures to enable a safe environment.

## Details:

The practice of Youth Nexus' staff, members, and volunteers, will be non-discriminatory as per the following legislations:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984.

Youth Nexus' staff, members, and volunteers will work towards an inclusive society, respectful of the rule of law, human dignity, equality, and freedom. Our organisation will, particularly, recognise the special importance of human rights for the Aboriginal and Torres Strait Islander peoples of Australia and acknowledge their historic, cultural, and spiritual connection with their lands and its waterways.



# Duty of Care, Health & Safety Policy

## Principle:

Youth nexus is committed to providing a safe and healthy environment for all members and volunteers. Through effective procedures and practices, hazards and risks will be eliminated where possible. All staff and members will seek to provide and maintain a safe environment with the help of our volunteers, as the responsibility of delivering the work health and safety (WHS) laws is upon everyone involved.

## Details:

- Risk Management
- The Risk Management Process
- Likelihood of Risk:
- Inherent Risk Rating
- Fire Safety
- Security Checking
- Emergency Management
- First Aid

Youth Nexus will provide and maintain a safe and healthy environment by:

- Ensuring all staff, members and volunteers comply with all procedures and legislation regarding health and safety.
- Eliminating and minimising all potential hazards and risks.
- Provide necessary information and instruction to enable a healthy and safe environment.
- Supervise staff, members, and volunteers to ensure health and safety measures are taken.
- Regularly carrying out risk assessments.

Our organisation aims to actively provide a safe and healthy environment for all our staff, members, and volunteers through the commitment and collaboration of everyone.



# Safeguarding Policy

## Principle:

The organisation is committed to protect children who are directly or indirectly involved in Youth Nexus' programs. Youth Nexus members and volunteers are provided with principles to ensure optimum measures are taken for safeguarding.

## Details:

Youth Nexus is a strong advocate for child safety and protection. We believe that all young people have the right to a safe and just environment that flourishes welfare and equity. Children should not experience any elements of abuse and Youth Nexus are committed to deliver the responsibility of promoting well-being and protection.

- Working with children regulations 2016
- Education and training reform act 2006
- Department of Justice - WWC
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004

## Youth Nexus will:

- Ensure child protection and safeguarding practices are adopted by all members and volunteers.
- Develop and implement effective safeguarding procedures.
- Establish and develop a safe environment that eliminates any form of bullying, harassment, and discrimination.
- Review safeguarding procedures and discourses regularly.



# Recruitment Policy

## Principle:

The Youth Nexus 'Recruitment Policy' outlines the principles and processes for recruitment, selection, and appointment of administrative staff, members, and volunteers at Youth Nexus.

Youth Nexus is committed to provide an effective process to engage new personnel to our organisation while clinging to our core values. The Recruitment Policy outlines a concise guideline for our recruiting officials to select candidates through integrity and equal opportunities.

## Details:

The aims of Youth Nexus' 'Recruitment Policy' are as follows:

- To ensure that the most skilled and capable persons are recruited to fill vacant positions.
- To ensure that appropriately qualified, skilled, and motivated people are employed.
- To reinforce within the community the principles and practices that will guide recruitment, selection and to communicate a commitment to implementing these principles and practices.
- To demonstrate a commitment to equal employment opportunity and ensuring that appropriate communication, records, and human resource controls are maintained.





## Contact Us

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