

**NOW HIRING**

**Conference Convenors**

**Youth Justice NSW**

* **Support the Community**
* **Casual rate of $49.84 per hour**
* **Locations Across NSW – Kempsey, Gosford, Lismore, Maitland, Muswellbrook, Ashfield, Surry Hills, Orange, Bathurst, Bourke, Walgett, Blacktown, Campbelltown, Penrith & Bega**

**Your new organisation**

Youth Justice NSW is a division of the Department of Communities and Justice within the Stronger Communities NSW cluster. Formerly known as Juvenile Justice, Youth Justice NSW supervises and provides custodial and community-based services for young offenders. Youth Justice also provides diversionary services through the administration of youth justice conferences under the *Young Offenders Act 1997.* Youth Justice NSW aims to empower young people to fulfil their potential without offending.

**Your new role**

Youth Justice Conference Convenors prepare for and facilitate Youth Justice Conferences following the principles of restorative justice. This includes inviting and meeting with conference participants and facilitating the conference conversation and outcomes. The role is a statutory appointment and requires flexible hours including outside of business hours and weekend work.

**About you**

We are seeking people with excellent communication and organisation skills who can listen to and connect with young offenders and victims of crime and facilitate community connections and support. The role is community-based and supports victims of crime, young people who offend and the wider community by facilitating restorative justice conferences.

Applicants of Aboriginal descent are strongly encouraged to apply.

**You must:**

* Possession of a minimum Provisional 2 NSW Driver's licence
* Obtain a NSW Working With Children Check Clearance
* Pass a National Criminal History Check
* Have good computer skills and have a computer with internet and a phone.

**Applying for the role:**

To apply for this role please submit an application via <http://jobs.dcj.nsw.gov.au/> quoting job reference number **72462**. (Note applications open on Monday 3 February 2025).

**Contact:**

* Kempsey – Jamieson Williams Jamieson.Williams@dcj.nsw.gov.au 0438 380 098
* Gosford – Marianne Czerkesow Marianne.Czerkesow@dcj.nsw.gov.au 0409 832 703
* Lismore - Janet Bels Jolanda.Bels@dcj.nsw.gov.au 0457 509 155
* Maitland Muswellbrook – Kim Storer Kim.Storer@dcj.nsw.gov.au 0439 708 747
* Ashfield – Eva Links Eva.Links@dcj.nsw.gov.au 0459 868 127
* Sydney – Daniel Pettit-Young Daniel.Pettit-Young@dcj.nsw.gov.au 0459 870 160
* Bathurst, Bourke, Orange & Walgett - Derek Gibbs derek.gibbs@dcj.nsw.gov.au 0459 872 585
* Blacktown - Melanie Tilbury Melanie.Tilbury@dcj.nsw.gov.au 0447 228 755
* Campbelltown – Louise Andrews louise.andrews@dcj.nsw.gov.au 0459 864 020
* Penrith – Gaston (Gus) Bonnet gaston.bonnet@dcj.nsw.gov.au 0412 402 585
* Bega - Nathaniel Morrison nathaniel.morrison@dcj.nsw.gov.au 0438 222 653

Close date: **Sunday 23 February 2025 at 11:59 pm**

**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, people identifying as LGBTQI, carers and people from culturally and linguistically diverse backgrounds.**



FAQ Youth Justice Conference

Convenor Applicant Information

**What do Conference Convenors do?**

Conference convenors are statutory appointees who prepare and facilitate Youth Justice Conferences following the principles of restorative justice. They are appointed by Youth Justice NSW under the *Young Offenders Act 1997*.

Convenors identify and meet with all participants, including the young offender and victim of the offence, to discuss the conference process. They help the participants feel ready and supported to attend the conference.

During the conference, the Convenor facilitates the conversation between the participants. The participants discuss the impact of the offence and how the young person can repair the harm caused by the offence and address their offending behaviour.

The Convenor is also responsible for recording the outcomes of the conference and completing other administrative tasks associated with the conference.

A full list of key accountabilities along with the essential requirements for the role are listed in the Convenor role description. The role description can be found attached to the advertisement **72462 Youth Justice Conference Convenor** on <https://jobs.dcj.nsw.gov.au>

**Is this role full-time?**

No. Conference referrals are dependent on the number of referrals received by police and court. The availability and frequency of work cannot be guaranteed. However, it is requested that you have regular availability to accept referrals and can work flexible hours, including outside of business hours and on weekends if needed.

Convenor are appointed to a three-year appointment period and after this period will be reviewed for reappointment.

**Can I undertake other work while being a convenor?**

Yes, many conference convenors have other employment. However, the additional requirements of a conference referral can be onerous when in addition to full-time job requirements, so part-time work is preferable.

Federal and state public servants applying for convenor positions are encouraged to apply for approval from senior management to engage in secondary employment.

**Is there training for the role?**

If you are successfully appointed as a conference convenor you are required to attend mandatory training before receiving your first conference. This training will be a combination of online and face-to-face training. You may be required to travel to attend face-to-face training.

You must also complete training each year of your appointment to stay up to date with policy and practice requirements.

**Where can I find more information?**

You can find more information about Youth Justice Conferencing on our website <https://www.nsw.gov.au/legal-and-justice/youth-justice/conferencing>. The following resources can also be found on this site:

* YJC Brochure
* Conferencing video resources: watch these videos to understand the Youth Justice Conferencing process. Learn what happens in a Youth Justice Conference and how it can help young people, families, victims and the community.