
YOUNG PEOPLE IN ORYGEN'S GOVERNANCE STRUCTURES – YOUTH ADVISORS TO THE AUDIT & RISK COMMITTEE



CANDIDATE PROFILE 2023

Location:	Virtual/Melbourne, Victoria
Term of appointment:	Three year appointment
Employment type:	Volunteer remunerated via an honorarium
Contact person:	Manager – Youth Participation

1. POSITION SUMMARY

Orygen is recruiting for two Youth Advisors to be appointed to Orygen's Audit and Risk committee, which provides support and oversight to Orygen's Board. This is a unique opportunity to provide a youth perspective to Orygen at the Board governance level. The Audit and Risk committee supports the Board to ensure Orygen meets its professional, statutory and corporate obligations related to finance, legal or other organisation requirements, and risk management.

As Youth Advisors to the Audit and Risk Committee, you will contribute to the strategic decision-making of Orygen by sharing ideas, perspectives and opinions on key Audit and Risk Committee matters. The role will involve the following:

- attending governance coaching/training sessions;
- reading all relevant papers in advance;
- meeting with the chair of the Audit and Risk Committee or a delegate regularly;
- attending four Audit and Risk Committee meetings per year (noting additional meetings may be organised) in person or virtually; and
- constructively sharing your perspective as a representative of a key stakeholder group during Audit and Risk Committee meetings.

Youth Advisors will be appointed as independent Audit and Risk Committee members for a three-year term.

You will be reimbursed for all travel expenses associated with this opportunity, and you will receive an honorarium for your time.

2. POSITION CONTEXT

Orygen delivers cutting-edge research, policy development, innovative clinical services, and evidence-based training and education for the mental health workforce to ensure continuous improvement in the treatments and care provided to young people experiencing mental ill-health. Our activities include:

- **Five headspace centres** in Craigieburn, Glenroy, Melton, Sunshine and Werribee that deliver primary clinical services to young people operated by Orygen.
- The **Centre for Youth Mental Health**, a University of Melbourne research and teaching department.
- **Orygen Specialist Program** (formerly referred to as Orygen Youth Health Clinical Program), a tertiary clinical service currently operated by North Western Mental Health, co-located with us at Parkville, Sunshine and Glenroy, operating at sites in Footscray, and Wyndham. Whilst

not under the governance of Orygen, the Orygen Specialist Program works in close partnership with us.

- **Orygen Digital**, which develops and rolls out online clinical platforms that are fully integrated with 'in-person' clinical services.
- A **training and development unit** which provides online and face-to-face training for the mental health workforce nationally and internationally.
- A **policy think tank** which draws on Orygen's research and clinical expertise to partner and collaborate with crucial content experts from Australia and around the world to advise government policymakers.
- **Centralised professional support functions** which enables the organisation to achieve strategic and operational objectives.

Youth and Lived Experience Participation is an essential part of Orygen's work. We think it is crucial that young people are represented in decision-making at all levels and work to drive youth participation best practice in as much of our work as possible.

This role will be part of a broader group of six to twelve other young people who will be appointed to all Orygen's Board and/or sub-committees throughout 2023. Orygen's governance structures include the Board and five sub-committees that provide expert advice to the Board on key areas of Orygen's operations.

The role of the Audit and Risk Committee is to provide support and oversight for the Orygen Board in meeting its professional, statutory and corporate obligations in financial reporting, internal control systems, compliance processes, risk management framework and assurance functions. The committee's responsibilities include (but is not limited to):

- assurance responsibilities such as external auditing and other auditing systems (for e.g. around health checks);
- financial reporting responsibilities such as monitoring financial reporting practices, policies, systems and accounting outcomes;
- risk management, compliance and internal control responsibilities such as reviewing the effectiveness of Orygen's risk management processes and policies. This includes risk related to external risks, governance, technology and systems, facilities and equipment and financial and commercial risks.

The committee's membership is made up of Orygen Board Directors and other independent members with specific skills and expertise of relevance. Youth Advisors will join as independent members with expertise as youth representatives, with an experience of mental ill health. The following non-committee members will be given notice of meetings and may attend: Executive Director; Chief of Staff; Chief Financial Officer; Director, Finance, and Director, Corporate Services.

As part of this program, you will receive a package of coaching, training, and other support to develop your leadership skills and governance knowledge. You will be expected to complete coaching and training on governance as part of this opportunity.

Appointed young people will be remunerated at a rate of \$254.60 per Audit and Risk Committee meeting for your time. This will cover preparation (i.e. reading time), meeting attendance, training and coaching.

Orygen will cover costs related to travel and accommodation costs for face-to-face meetings.

3. ABOUT ORYGEN

VISION	Young people enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation.
COMMITMENTS	First Nations people of Australia, young people and their families, LGBTIQ+ people & culturally and linguistically diverse people.

4. TASKS AND OUTCOMES

The purpose of the Audit and Risk Committee is to provide support and oversight for the Orygen Board in meeting its professional, statutory and corporate obligations in financial reporting, internal control systems, compliance processes, risk management framework and assurance functions.

The Youth Advisors on the Audit and Risk Committee will be responsible for the following:

- represent Orygen professionally, providing expertise as a young person with experience of mental ill health, on the Audit and Risk Committee;
- complete all necessary governance coaching/training provided;
- read all Audit and Risk Committee papers in advance of meetings;
- regularly meet with the chair of the Audit and Risk Committee and/or a suitable delegate;
- contribute in accordance with the “Audit and Risk Committee” Charter;
- attend all Audit and Risk Committee meetings in person or virtually, as determined by the Committee Chair;
- constructively share your perspective during Audit and Risk Committee meetings;
- contribute knowledge in relation to the role of the Audit and Risk Committee, professional, statutory and corporate obligations in financial reporting, internal control systems, compliance processes, risk management framework and assurance functions;
- attend or participate in other activities as invited, required or available (i.e. advocacy, events, etc.);
- establish strong relationships with Audit and Risk Committee members, relevant members of the executive leadership team and the Youth Participation Team;
- participate in discussions, express views and provide advice during Audit and Risk Committee meetings on matters relevant to the Committee as a representative of a stakeholder group of Orygen; and
- compliance with Orygen’s policies and procedures, including holding others accountable.

5. SKILLS, EXPERIENCE AND/OR QUALIFICATIONS

The following criteria must be met for consideration for this position:

5.1 Essential

- Aged between 18 and 30 years of age at the commencement of the role.
- Lived experience about the impacts of mental health and social and emotional well-being on young people in your community.
- An understanding and shared passion for Orygen’s objectives and vision.
- Current or recent engagement in youth participation or advocacy work in the Youth and/or Youth Mental Health sector.
- Hold a Chartered Accountant (CA) or Certified Practising Accountant (CPA) qualification or a legal qualification.
- Existing or a desire to further develop leadership skills.
- Ability to contribute to discussions at a strategic or systemic level.
- An understanding or interest in professional, statutory and corporate obligations in financial reporting, internal control systems, compliance processes, risk management framework and assurance functions.
- An understanding or interest in not-for-profit organisations’ financial and compliance operations and requirements.
- Exceptional interpersonal skills and an ability to work with a broad range of people from various backgrounds and experiences.
- Highly developed verbal and written communication skills.
- Commit to attending each Audit and Risk Committee meeting, pre-readings, preparation, and coaching, for the 3 year term.
- An understanding of Microsoft Office and its relevant programs, use of email, and the internet.
- Acting in accordance with Orygen’s values: Respect, accountability, teamwork, excellence and innovation.

5.2 Desirable

- An understanding of the Youth Mental Health sector or policy.
- Previous experience in Board governance or committee involvement.
- Previous experience in financial accounting

- Understanding of the financial management of not-for-profit organisations.
- We are seeking a diverse council of young people to meet, including young people who:
 - are First Nations people of Australia
 - are a member of one or more of the LGBTIQ+ communities;
 - are from a culturally and linguistically diverse (CALD) background;
 - are a family member of a young person with mental-ill health;
 - have a disability or chronic health condition; or,
 - live in regional, rural and remote areas.

6. OTHER REQUIREMENTS

All Youth Advisors to Board sub-committees and volunteers at Orygen must have or be willing to obtain the following:

- Have the unrestricted right to live and work in Australia.
- A current National Police Check (within the last 12 months).
- A Working with Children Check.
- Proof of COVID-19 Vaccination.
- Access to a computer and internet.
- Able to travel to Melbourne, Victoria (travel costs to be covered by Orygen)

7. ACKNOWLEDGEMENT

Confirming this volunteer position description has been read and understood by:

Name:	
Signature:	
Date:	