YOUTH PARTICIPATION AND LEADERSHIP

ORGANISATION RESOURCE
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This document aims to encourage organisations to consider involving young people, by highlighting the benefits and providing advice about how your organisation can create opportunities for young people to contribute.

Youth participation aims to give young people the opportunity to have a say in decision making, and to become involved in their community. Young people gain valuable skills from volunteering, and their input into consultations ensures that programs and policies are relevant to their needs.

Organisations that make the effort to involve young people benefit from the different ideas and experience that young people have to offer. Ultimately the whole community benefits from young people who are engaged and interested in making a difference within their community.

If your organisation is interested in involving young people there are many resources and guides available to help. This document contains information about the benefits of youth participation, examples of ways you can involve young people, and links to further information.

The word organisation is used throughout the document as a broad term to apply to businesses, charities, local councils, social enterprises and so on. The terms youth and young people are used interchangeably to refer to people aged between 12 and 25 years.

This resource sits alongside the Youth Participation and Leadership: Youth Resource which is designed for young people. The Youth Participation and Leadership: Youth Resource aims to compliment the Sector Resource by providing information to young people about why youth participation and leadership is important, where they can find opportunities to participate and the different ways they can be involved.

This resource was developed for Communities, Sport and Recreation Tasmania in the Department of Premier and Cabinet.

The Youth Network of Tasmania (YNOT) is the peak body for the broader youth sector in Tasmania. YNOT has input into and responds to policy direction, advocates for the youth sector and lobbies for the needs and initiatives of young people.

Integral to the work of YNOT is the youth participation structure, known as the Tasmanian Youth Forum (TYF). TYF is Tasmania’s peak youth consultative and participatory body. Its members are 12 to 25 years of age, who gather together to discuss issues that affect the youth of Tasmania.
YOUTH PARTICIPATION

Youth participation promotes the benefits of involving young people in the decisions and organisations that are relevant to their lives. The positive outcomes of youth participation are well documented and are experienced by both the young participants and the organisation. Beyond this, the whole community ultimately benefits from young people who are engaged and involved, as research shows that they are likely to continue to contribute and to be engaged citizens in the future.

The aim of youth participation is to ensure that young people are empowered through opportunities to participate within organisations, or to contribute to decision-making processes about issues that affect their lives. If young people have a positive experience through being involved, this will encourage them to continue to volunteer and be involved in their community throughout their lives. Often, young people are interested in contributing to the wider community but they just need to be supported to take up opportunities.

If your organisation is going to involve young people for the first time, it is valuable to include young people in the initial planning process to decide how they will contribute, rather than bringing young people in once all of the decisions have been made. This is especially relevant for determining how decisions will be made, what time commitment will be required, and how the organisation will communicate with young people.

Engaging with young people at an early stage is helpful where the purpose of involving young people is to evaluate a policy or program that affects young people. Seeking input as early as possible will ensure that your policy or program is relevant to the needs of young people, because you will have time to incorporate ideas or make alterations afterwards, if necessary.

The Youth Affairs Council of Victoria have developed a youth participation toolkit, named YERP. It contains resources relevant to organisations and young people. Check out the YERP guiding principles for involving young people.

The Western Australian Government has also developed a youth participation toolkit, which contains a number of information sheets.

PREPARING TO INVOLVE YOUNG PEOPLE

PROMOTING YOUR OPPORTUNITY

Once you have decided to include young people, it is important to think about how you will advertise the opportunity. It is vital that you use appropriate language in all promotional materials. It is also important to avoid words that may have different meanings for different people, for example the term ‘diversity’ can be confusing. If you are seeking young people from diverse backgrounds, this could be expressed as seeking ‘young people from a range of backgrounds’ or ‘young people with different life experiences’.
SELECTING PARTICIPANTS

Depending on the nature of your organisation and your purpose for involving young people, you may conduct an open process, or choose to conduct a selection process before involving young people. If you are using a selection process, it is important to assess each young person’s suitability by reference to selection criteria that are realistic for their age and level of experience.

PROVIDING INFORMATION

It is helpful to young people if they can access information about your organisation or project before they begin. For this reason, it is an advantage to have an up-to-date website, as this information can help young people to decide whether the organisation suits their interests and schedule. Young people may decide not to consider an opportunity further if they cannot access enough information about the group or organisation.

Information that is useful for new people:

- A list of ‘frequently asked questions’ or essential information about the organisation;
- Links to relevant websites or publications;
- Logistical information, for example details about transport, where to find the location and whether food will be provided; and
- A clear explanation of the purpose of their involvement and how their work will relate to the organisation’s goals.

REMOVING BARRIERS

It is important to consider the barriers that may prevent young people from participating and identify ways to remove these barriers. Factors that may prevent young people from participating may be relatively simple for your organisation to address. For example, more young people will be able to participate if you assist with transport and hold sessions outside of school and University hours.

It is also essential to consider whether the location is appropriate for young people. For example if your organisation normally holds community consultations upstairs in a pub outside of work hours, you should arrange a different location for your next consultation if you want to engage with young people.

ENSURE A POSITIVE EXPERIENCE

Ultimately, it is vital that young people have a positive experience and that they can take something constructive from participating. Your organisation should take care to involve young people in a way that values their input and is respectful of their opinions. It is important that your staff culture is welcoming of young people and that young people are treated as partners. If young people encounter others within your
organisation who do not value their input, this will contradict all of your positive efforts to provide opportunities to young people.

It is important that participation goes well for young people, as having a positive experience will improve their self-confidence, increase their skills and may contribute to their desire to participate in the future.

**GIVE VALUABLE OPPORTUNITIES**

Your organisation should only involve young people if you are able to offer them meaningful opportunities, and you have a well-considered purpose for involving them in the project, organisation or consultation. It is vital that the decision to include young people is not a tokenistic gesture; organisations should demonstrate their appreciation for the value of young people’s time by occupying it wisely. Young people will quickly become disengaged if they feel that their contributions will not lead to real outcomes.

**IDENTIFY A BUDDY**

It is useful to organise a partner or buddy to help the young person get started in your organisation. The age of the buddy is not important as long as they have relevant experience to assist the young person. The contact person can also be invaluable in promoting the involvement of young people within the organisation and can act as a link between the young person and other people within the organisation.

**BE INCLUSIVE**

It is also essential to ensure that the way you describe the opportunity is inclusive, so that it appeals to as many young people as possible. Often youth participation caters to young people who are already engaged in their communities. It is vital that support is available for all young people, so that those who have not had as many opportunities are able to participate.

The Western Australian Government has developed a number of information sheets that form a toolkit. Have a look at the information sheet about **important factors** to consider when involving young people.

The Tasmanian Department of Premier and Cabinet have a **guide to engaging young people** which contains useful information specific to Tasmania.
WHY IT IS IMPORTANT TO INVOLVE YOUNG PEOPLE

INCLUDING THE PERSPECTIVES OF YOUNG PEOPLE

There are many important reasons for involving young people, and whether your organisation is a business, a council, or a not-for-profit, there are advantages in seeking young people’s participation. Consulting with young people is particularly important if your organisation speaks on behalf of, or provides services to young people as your organisation has an opportunity to set a positive example within the sector. Young people should be empowered to share their opinions and to have their voice heard.

HELPING YOUNG PEOPLE GAIN EXPERIENCE

Young people often find that it is difficult to develop work experience that will help them to get their first job. Anecdotally, it seems that achieving good marks at school or university is not enough to guarantee that a young person will be competitive when applying for jobs.

Young people are looking for opportunities to gain experience in the workplace. These experiences will teach young people about personal presentation and how to interact professionally with their colleagues, which contribute to their “work readiness”.

The benefit to organisations by involving young people is that they are able to pass on their knowledge and assist young people to learn new skills that will assist them to work in that particular industry. Volunteering or participating in an organisation may encourage young people to consider working in that area in the future. Creating opportunities for young people to become involved is a great way to get young people interested, particularly for industries that have trouble in attracting or retaining employees.

The youth unemployment rate is consistently higher than that of other cohorts, and there are a number of acknowledged barriers that young people face when trying to enter employment. Organisations have an opportunity to help tackle youth unemployment, by helping young people to gain the employment skills that employers are looking for. There are economic and social benefits to the whole community when young people are in stable and fulfilling employment.

IMPROVE YOUR ORGANISATION’S OUTREACH TO YOUNG PEOPLE

By involving young people, organisations, councils and businesses will be able to improve their organisation to ensure that they are youth friendly. They will also improve their ability to reach other young people via the networks of the young people who are participating in their organisation. Involving young people also gives the organisation the opportunity to develop a positive reputation through providing opportunities for young people to develop valuable experience.
ACKNOWLEDGE THE CONTRIBUTIONS OF YOUNG PEOPLE

Young people have many reasons for contributing in their community. The input of young people can help organisations to update their programs and services, to make sure they are relevant to the needs and priorities of young people. Participating within an organisation or in connection with a specific project will help young people to build their self confidence and learn how to work well with colleagues in the workplace.

Organisations that make the effort to facilitate youth participation will ultimately bring benefits to the surrounding community. Young people who have formed a strong connection to their community may be encouraged to stay close to that community or return there to live in their later life.

Making a positive effort to involve young people is a great way to show young people that the community values their input. To complement this, involving young people promotes positive examples of their ability to contribute to the community.

PROMOTE LEADERSHIP SKILLS

When young people participate they have a fantastic opportunity to develop leadership skills through taking on responsibility and working with others. It is important to offer opportunities that young people from any background are able to access. This will allow young people from a broad range of communities to benefit and in turn, contribute to their communities through their increased skills and engagement.

A useful resource is the Tasmanian Youth Forum’s set of tips for employers who are employing young people. These practical tips were developed in consultation with young people.

The Youth Affairs Council of Victoria’s YERP resource also has a great document on why your organisation should consider involving young people.

HOW TO INVOLVE YOUNG PEOPLE

PARTICIPATION DOES NOT HAVE TO BE FORMAL

There are many different ways to involve young people and it does not have to be in a formal way. You may be able to offer an opportunity for young people to contribute to a single event, or your opportunity for participation may be longer term. There are lots of resources available about involving young people, but it is also a good idea to ask young people themselves about how they would like to be involved.

The opportunities you will be able to offer young people will depend on the nature of your organisation. Consider ways to ensure that the tasks and activities that involve young people are interesting and will contribute to their development.
Participation Must Be Meaningful

Young people say that they enjoy participating more when their opportunity for input includes more than just voicing their opinions. Consider giving young people meaningful ongoing roles within your organisation or the chance to work on projects, which will have valuable outcomes. This will ensure that young people feel that their efforts have been worthwhile.

Young people may prefer to do skills based tasks, rather than repetitive tasks that have less relevance to them. Ask young people what skills they can contribute. For example, they might have a talent for graphic design, and could help to produce marketing materials for an event.

Consider Flexible Options for Participating

There are also many details to consider about the way the participation occurs; it does not always have to be face to face. Using online platforms can be a great way to engage with young people who would otherwise not have an opportunity to participate, because of their location. Another benefit is that online engagement is flexible and relatively low cost when compared with traditional engagement. Online engagement can be used in combination with face to face, to allow a greater diversity of participants to contribute.

Respect Diversity

Young people are a diverse group, and although it is valuable to listen to the opinions of individual young people, individuals cannot speak on behalf of a whole cohort. On the topic of individuality, it is important to remember that young people also prefer to work in different ways. Be mindful of this when new young people start with your organisation as they may prefer to make some changes to the way that the group communicates, or makes decisions.

Ensure Participation Is Age Appropriate

It is important to remember that all young people you meet are unique, and that you should treat them as individuals. The age, interests and background of the young participants you seek will depend on your organisation and what you are trying to achieve. It may sound obvious, but there is a big difference between the activities that interest people aged 12, as compared to people aged 25. For this reason the activity and tasks young people undertake should be interesting and valuable for them as an individual.
It is also important for your organisation to consider the need to seek parental consent for young people under the age of 18 who will be participating.

Ways that young people can participate:
- Boards and committees;
- Consultations;
- Community groups and events;
- Mentoring;
- Volunteering; and
- Social entrepreneurship.

HOW TO SUPPORT YOUNG PEOPLE’S PARTICIPATION

CREATE A WELCOMING CULTURE

The best way to help young people to participate is to create an environment that is fun, welcoming and supportive. Let your colleagues know that young people will be coming in to your organisation, so that they can show them around. By involving young people in valuable work or projects with measurable goals, this will help them to monitor their progress and to gain a sense of achievement.

GIVE FEEDBACK

It is also important and recognise the contributions of young people and give them positive feedback during their participation. It is essential to speak with them as quickly as possible if any problems arise. Young participants should also be offered an opportunity to give feedback and make suggestions at any time. After all, it is essential that the decision to involve young people has positive outcomes for everyone, and seeking feedback allows changes to be made if needed.

RESPECT YOUNG PEOPLE’S TIME

Young people often have a number of commitments that occupy their time, for example study, sport, part time work, social and family responsibilities; so it is helpful if their participation can be flexible. It is essential to bear in mind that there may be periods of time where young people may be unavailable, for example during exams, and you should be accommodating of requests to take time off for this reason.

COMMUNICATE WELL

Flexible arrangements are dependent on good communication for their success. Therefore, it is essential that the organisation and the young person have a good understanding of what each other expect. It is best to discuss expectations at the beginning of the working relationship, and then the arrangements can be reviewed again once the young person has settled in.
Make sure your organisation has a well planned induction process that will help young people to quickly adapt to your organisation. This process will be different for every organisation, and will depend on how young people will participate.

For example, if the young person has been appointed as a board member, then a formal induction process will be needed to ensure they receive all of the essential information. It may also be a good idea to use a staged process to gradually increase the young person’s responsibility over time.

Even where the young person is contributing on a casual basis, they will still need to know a number of things when they begin. It is a good idea to give the young person a list of key information, so they can refer back to it later on.

The Youth Affairs of Victoria has developed a comprehensive youth participation toolkit, named Yerp, which highlights the benefits of involving young people.

The South Australian Office for Youth also hosts a youth participation toolkit on their website, which is informative and well laid out.

One of the biggest barriers to young people’s participation is not having access to the resources to enable them to participate. These obstacles may seem like simple things, for example being able to access transport to attend. Transport may be relatively easy for your organisation to take care of, and would allow young people to participate.

A common difficulty with youth participation is that the organisation’s efforts to involve young people can seem to be tokenistic. If their contributions do not result in measurable outcomes then young people may be discouraged from continuing to participate, and could possibly be deterred from seeking out opportunities to participate in the future. For this reason it is essential that young people’s participation is meaningful, and that their efforts result in real outcomes.

Young people must feel comfortable to speak up if they are having issues, and as mentioned previously, they will ideally be set up with a buddy or contact person to support them.
The buddy should catch up with the young person regularly to ensure that they are happy with how their involvement is going. Organisations should seek feedback from young participants about their thoughts on how the participation was run and whether any improvements can be made.

**DIFFERENT TYPES OF PARTICIPATION**

Depending on the purpose of your organisation, you can involve young people in different ways. Below are some ways that you might consider involving young people.

**BOARDS AND COMMITTEES**

Boards are responsible for the formal governance procedures of an organisation and committees are usually convened to make decisions about a specific event or topic. If your organisation is managed by a board or a committee then you should consider making a proportion of positions open to young people.

Some of the benefits of involving young people include:

- Young people are given the opportunity to be involved in, and learn about decision making;
- Ensuring decisions are made with reference to diverse skills and experience; and
- Young people develop leadership skills.

Many boards and committees now have designated positions for young people, which acknowledge the value of the different ideas and perspective that young people can offer. Although young people may not yet have developed all of the skills needed to act in a board position, if they are interested and are willing to learn then a more experienced person can guide them.

Ways that you can support young board members:

- Ensure young people are given a thorough induction to the organisation and are encouraged to ask questions if they are unsure of anything;
- Gradually increase their level of responsibility over time if they will participate in decision making;
- Allocate a “buddy” to act as their contact person; and
- If necessary, organise a training session to help build specific skills, for example offer a finance course.

The **Australian Institute of Company Directors** has a resource that outlines the steps to increase the diversity of boards. Although this resource is not youth specific, much of the material is relevant and can be applied to increasing the number of young board members.
CONSULTATIONS

From the perspective of an organisation, running a consultation for young people is a great way to get their input and feedback about the issues that affect them. Participating in a consultation is also a good way for young people to be involved in a specific issue that interests them, and to have a taste of participating, without adding an ongoing commitment to their schedule.

The benefits of consultations include:

- Allowing young people to voice their opinions and contribute new ideas about issues that impact upon them;
- Organisations have an opportunity to ensure their strategy or project is relevant to young people, by incorporating the feedback and suggestions of young people; and
- Promoting strengthened community relationships.

It is essential that the way consultations are run is appropriate for young participants, and that their time is appreciated. It is important that the consultation is treated as a two-way flow of information and that young people’s and they are informed about how their information will be used.

A well run consultation should:

- Give young people the opportunity to express their thoughts and ideas;
- Be respectful of the participants’ input;
- Advise participants how their information will be used;
- Be used as a two-way mechanism to share information;
- Be facilitated by someone who is experienced in working with young people; and
- Be careful not to raise unrealistic expectations, for example that a particular issue will be addressed.

The Statewide Youth Collaborative (SYC) Group has developed a guide to consultation, which includes useful tips and advice for consulting with young people.

As mentioned previously, the South Australian Government Office for Youth host a toolkit, which features lots of information about consulting with young people.
COMMUNITY GROUPS AND EVENTS

Encouraging young people to become a member of your community group is a positive way to involve people who reflect a sample of the community. By involving a broad range of community members, your actions and policies will be more relevant to the community as a whole. You will also be able to reach more people in the community, through the networks of your young participants.

The benefits of including young people include:

- Involving young people will ensure that the community group is reflective of the diversity in your community;
- Young people bring different ideas and solutions;
- Young people are given the opportunity to develop their leadership skills, encouraging them to become future leaders and role models; and
- Involving young people will help your community group ensure that your events and policies are relevant to young people.

Getting young people to help out with organising a specific event is a great way to give them an opportunity to participate, without having to make a long-term commitment. If the participation goes well, then you can take the opportunity to invite them to continue their involvement in your organisation.

Organisations may also establish youth groups in which all members are young people. Youth groups are usually focused on community development within a defined region, advocating for a particular issue, or to assist the government or an organisation by providing input on policies.

Youth groups may be facilitated by adults, or can be completely youth led. The benefit of having an organisation assist is that they can take care of administrative matters behind the scenes.

Examples of youth groups include:

- A group for young employees within a Commonwealth Department to allow young people to make suggestions and undertake projects to contribute to the future of the Department;
- A youth run advocacy group that focus on raising awareness and momentum around climate change; and
- A local council that supports a group of young people to come up with ideas.

**Youth Central Victoria** have written a document which features information about starting a youth group.

Many Local Governments run positive youth programs and groups. For example, check out **Knox City Council**, **Launceston City Council** and **City of Darwin** pages on youth participation.
MENTORING

Mentoring is a fantastic way to promote the development and leadership potential of young people in our community, and there are also benefits to the person who is acting as a mentor.

Mentoring relationships may be based on specific interests or areas of academia, for example, an established solicitor mentoring a law student. Alternatively, mentoring may be based around more general life skills, which may be particularly useful for young people who have had a disadvantaged upbringing.

The benefits of mentoring include:

- Young people have an opportunity to develop specific skills and learn from more experienced people who have been successful in their field;
- Positive relationships between younger and older generations are promoted;
- More experienced people are able to pass on their knowledge and expertise, which is particularly valuable within organisations; and
- Personal satisfaction for mentors in knowing they have contributed to the young person’s development.

The Australian Youth Mentoring Network website features a number of factsheets about mentoring young people.

The Victorian Government has a great resource aimed at organisations that wish to become involved in mentoring young people. It includes practical advice as well as good practice guidelines.

VOLUNTEERING

Young people are often very generous with their time in volunteering for a cause or organisation that they are passionate about.

If your organisation works with volunteers, you should consider targeting young people in your next recruitment drive. You may need to make a number of adjustments to accommodate young volunteers but the benefits will make it worthwhile.

Volunteer programs that are run through schools are a great way for young people to try out volunteering, and really think about what causes they care about. It also benefits the organisation by bringing a new group of volunteers in, and helps to raise the organisation’s profile with young people.

If young volunteers have a positive experience in volunteering with your organisation then this may inspire a new generation to become involved and take the efforts of your organisation forward into the future.
Our Community has a practical fact sheet on their website, which includes useful points to consider if your organisation is looking to recruit young volunteers.

Volunteering Tasmania has a feature on their website named Volunteer Connect which allows organisations to promote their volunteering opportunity. Potential volunteers are then able to search for volunteering opportunities.

**SOCIAL ENTREPRENEURSHIP**

Social enterprises are businesses that aim to provide a social benefit to the community. There are different models of social enterprises, including businesses that use their profits to help the community, charitable organisations, or cooperative groups. Social enterprises are normally focused on providing employment opportunities, training, or services within the community.

Young people have skills that are well suited to starting their own or helping out with established social enterprises, as they bring innovative ideas and a fresh perspective. In addition to this, young people have great networks and often have strong information technology skills, which allow them to promote the social enterprise, and to seek out new opportunities.

Examples of social enterprises include:

- A manufacturing business that employs people with disabilities, which helps to develop skills and self confidence; and
- A business that sells fresh fruit and vegetables at a reasonable price to cover the costs of providing horticultural training to participants, and helps to develop their employment skills.

STREAT is an Australian social enterprise that helps homeless young people to develop skills in the hospitality industry. STREAT is one of the social enterprises featured in the resource Australian Stories of Social Enterprise.

Youth for Exchange and Understanding International have a resource on social entrepreneurship, which although it isn't specific to Australia, it contains relevant examples and information about the benefits of involving young people.
RESOURCES AND LINKS

GENERAL

Government of Western Australia – Department of Local Government and Communities – Youth Participation Kit
ourcommunity.com.au – Recruiting Youth Volunteers Help Sheet
United Nations Program on Youth – Youth Participation in Development
Youth Action – Youth Led Organisations: Recruitment and Retention
Youth Affairs Council of Victoria – YERP guiding principles
http://yerp.yacvic.org.au
Youth Affairs Council of Victoria – Taking Young People Seriously Handbooks
Department of Premier and Cabinet – Young People: A guide to engagement
http://www.dpac.tas.gov.au/__data/assets/pdf_file/0004/214393/Enga

BOARDS AND COMMITTEES

Australian Institute of Company Directors - Achieving the right mix - towards a more diverse board
www.communitydirectors.com.au/icda/tools/?articleId=1335

CONSULTATIONS

South Australian Government Office for Youth - Youth Consultation Toolkit
Statewide Youth Collaborative Group – Top Ten Tips; SYC’s guide to consulting with young people
www.ynot.org.au/youth-sector/sector-resources

COMMUNITY GROUPS

Youth Central Victoria – Start or join a group
City of Darwin – Youth Advisory Group
Knox City Council – Young People
Launceston City Council – Launceston Youth Advisory Group
MENTORING

Australian Youth Mentoring Network – Factsheets for mentors

Victorian Government, Department of Planning and Community Development, Youth Mentoring in Action

VOLUNTEERING

Our Community – Helpsheet: Recruiting Youth Volunteers

Volunteering Tasmania – For Organisations
www.volunteeringtas.org.au/for-organisations/other-resources/

SOCIAL ENTREPRENEURSHIP

Australian Stories of Social Enterprise – Cheryl Kernot and Joanna McNeil

Youth for Exchange and Understanding International – You(th) can make a difference
www.yeu-international.org/download/Social_Entrepreneurship_YEU.pdf

For further information, please contact the Youth Network of Tasmania.

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