

Position Description

Position Title:	Youth Sector Development Manager
Responsible To:	Chief Executive Officer
Direct Reports:	Project Coordinators
Employment Status:	Full-time – 35 hours per week
Award Classification:	Level 6, Social, Community, Home Care & Disability Services Award

Position Context

This role contributes to Youth Action’s strategic objectives in the following three areas:

Youth Development: supporting the sector to increase best practice through projects, policy and advocacy work, with an increase in professional development pathways to develop youth worker skills as a medium-term goal. This role will also help drive and maintain key relationships with Youth Action members and NGO networks, other peaks and government. Key outputs of this work will be evidence based policy and practice, communities of practice/ forums, strong effective networks and the development of tools and resources for young people and youth workers.

Team leadership: support a small team of project coordinators in a range of initiatives to increase youth participation. Key outputs will be a high performing team, achievement of projects’ goals and winning resources and support for new projects.

Position Objectives

- To manage sector support, focusing on better outcomes for young people in NSW.
- To support a small team of project coordinators and support them in the achievement of project objectives.
- To support the professional development of the youth services sector resourcing and training.
- To expand engagement with the youth services sector in NSW.
- To contribute at a senior management level to the sustainability and achievement of purpose for Youth Action.
- To work towards a society where all young people are supported, engaged and valued.

Performance expectations in this role include:

- Extent, vibrancy and relevance of sector networks and strategic partnerships.
- Relevance and effectiveness of projects.
- Profile with and feedback from external stakeholders.
- Effectiveness of sector support programs and activities.
- Positive contribution to leadership within Youth Action and organisational sustainability

Accountabilities

Sector Capability

- Develop and implement sector support/engagement projects in line with Youth Action's core business and member priorities.
- Build and support partnerships with sector experts and peak bodies which work with young people.
- Convene and coordinate communities of practice to leverage collective learning and perspectives to inform Youth Action's advocacy, practice and campaign agenda.
- Establish and manage a program of communities of practice and other forums to embed quality standards and professional practice.
- Drawing together research, consultation outputs, advocacy results and project outcomes, establish best practice to enhance youth worker skills and professional standards within the sector, with tools to help ensure work is effective and delivering intended outcomes.
- Based on sector needs, establish and implement (in collaboration with relevant providers) a suite of professional development activities aimed at enhancing professional practice to secure strong outcomes for young people.
- Provide high-level information and advice to youth services on legislative requirements and best practice youth work.
- Prepare or commission the production of resources to support sector service providers including fact sheets, model policies and articles for publication on Youth Action's website and other media.

Stakeholder Engagement

- Establish and foster strong relationships with a range of senior stakeholders associated with youth development across NSW, including government and relevant NGOs to assist in changing attitudes towards youth and their issues.
- Develop, implement and maintain a plan to keep stakeholder groups and Youth Action members aware of developments relevant to their areas of expertise/interest.
- Identify opportunities to advocate for young people and their issues and implement strategies to effect this advocacy.
- Work with the Communications Coordinator to develop strategic and targeted messaging for youth development issues.

Team Leadership

- Manage and support direct reports in accordance with relevant organisational policies and applicable legislation.
- Identify and propose youth development projects, and sources of funding, which support, engage and value young people
- Make a positive contribution to Youth Action's culture by role modelling appropriate behaviours and values.
- Support the team to deliver agreed project activities and outcomes.

Organisational Contribution & Leadership

- Uphold Youth Action's principles of social justice and equity for young people, in all their diversity, and the youth sector through a youth development approach.
- Promote Youth Action and its aims and objectives.
- Facilitate youth participation.

- Collaborate with team members to ensure a cooperative approach to issues affecting young people and youth services.
- Contribute to areas of negotiated shared responsibility, such as training, policy development, conferences and publications.
- Lead and / or in organisational activities such as planning initiatives, team events and professional development, as required and as directed.
- Comply with Youth Actions policies and procedures.
- Assist in organisational capacity-building by identifying funding sources, assisting with funding applications and generating internal efficiencies.
- Provide reports, as requested, to the CEO and / or the Board on youth development issues, initiatives and outcomes.
- Manage financial resources for the Youth Development team including annual budgeting, monitoring and reporting.
- Undertake other duties and accountability as directed, within the scope of this role.

Role Requirements

- 1 Genuine commitment to social justice for young people with a vision for realising the potential for youth development.
- 2 Minimum six years' relevant work experience in youth development work, high-level policy development or advocacy in the youth sector.
- 3 Well-developed network among the youth services sector in NSW.
- 4 Experience supporting a small team.
- 5 Strong working knowledge of the policy framework applicable to youth services in NSW.
- 6 Excellent written communication skills.
- 7 Excellent verbal communication skills with demonstrated success engaging with and presenting to a wide range of senior stakeholders as well as frontline youth workers and a diverse group of young people.
- 8 Demonstrated effectiveness in managing a diverse portfolio of work activities, juggling priorities and meeting deadlines.
- 9 Intermediate computer literacy across the Microsoft suite, databases and cloud-based collaboration tools.
- 10 Tertiary qualifications in a relevant field (such as youth work, social science, psychology) or equivalent experience.