

## About Youth Action

For over 30 years, Youth Action has been the peak body representing young people and the youth sector living and working in NSW. Our vision is for a society where all NSW young people are supported, engaged and valued.

## How We Frame Our Work

Youth Action was established to address the problem of young people’s exclusion from decision making processes and to advocate for a strong and well-resourced youth sector working within state-wide policy and programs that support the needs of young people.



Our solution to this problem has evolved over time. Today we focus on demonstrating the positive impacts of centring young people in processes that affect their lives, supporting the youth sector to also centre young people and implement evidence-based programs, and we challenge policy makers and community to understand young people’s perspectives and the systemic and intersectional drivers of disadvantage.

## How We Understand Young People

There are 1.4 million young people in NSW which make up a diverse population with some shared experiences. We understand young people through a strengths-based lens. This means we see young people as capable and necessary participants in society.

Being a young person is a specific developmental stage of life which presents different opportunities and challenges due to the interplay of individual capabilities and structural forces.



We understand all young people to be marginal and to face a degree of exclusion and precarity, although some young people have it worse than others. Youth Action tends to focus on those young people who need the most support and advocacy. We advocate for youth centred policy and a strong youth sector that are capable of supporting the best interests of young people.

### **Youth Action Members**

Our membership represents the voice of the NSW Youth Sector including organisations, youth workers, policy experts, local government and young people. Our membership gives us legitimacy and power as it is their needs that we represent. Our membership demonstrates our collective power to advocate for better outcomes for young people and the services that support them. Members 'own' Youth Action and can participate in our governance processes as well as informing our work priorities.

### **Characteristics of the Youth Action team**

We have identified core areas of knowledge, skill and mindsets that help us to do our work better. Our people have an appreciation for all of these characteristics and are always trying to develop their capabilities in each area. These characteristics enable us to do our best work.



Core knowledge	Core skills	Core mindsets
<p>Types of knowledge that all staff should be familiar with and some staff will be specialists in.</p>	<p>Essential skills for all staff to value and develop within themselves.</p>	<p>Ways of thinking that help us to be effective individually and collectively.</p>
<p><b>Specific</b></p> <ul style="list-style-type: none"> <li>• Young people</li> <li>• Youth sector</li> <li>• Youth policy</li> <li>• Youth programs</li> <li>• Youth research</li> <li>• Youth participation</li> <li>• Youth development</li> </ul> <p><b>Generalist</b></p> <ul style="list-style-type: none"> <li>• Social change processes</li> <li>• Policy processes</li> <li>• Systems thinking</li> <li>• Peak body/NGO roles</li> <li>• New South Wales context</li> <li>• Impact of colonialism</li> </ul>	<p><b>Individual</b></p> <ul style="list-style-type: none"> <li>• Formal and informal research methods</li> <li>• Critical reflective practice</li> <li>• Written communication</li> <li>• Stakeholder management</li> <li>• Facilitation</li> <li>• Teamwork</li> <li>• Leadership</li> </ul> <p><b>Collective</b></p> <ul style="list-style-type: none"> <li>• Consultation</li> <li>• Representation</li> <li>• Advocacy</li> <li>• Capacity building</li> <li>• Communications</li> <li>• Coordination</li> </ul>	<p><b>Teamwork</b> we are committed to contributing to the team’s success.</p> <p><b>Curiosity:</b> we are open and explore new ideas and have a strong desire to increase our knowledge.</p> <p><b>Creativity:</b> we generate ideas or behavior that are novel or productive and these make a positive contribution our work and to each other.</p> <p><b>Judgement:</b> weighing all evidence fairly, and analytically evaluating ideas, opinions, and facts. Being able to change one’s mind I the light of evidence.</p> <p><b>Bravery:</b> we face our challenges or difficulties as we are committed to our goal. We speak up even if it is unpopular.</p> <p><b>Optimism:</b> We hold positive expectations for the future and work hard to achieve it.</p> <p><b>Persistence:</b> we finish what we start in spite of obstacles or challenge, and we celebrate completing tasks.</p>

### Position Description

Position Title: Western Sydney Project Coordinator

Responsible To: Youth Sector Development Manager

Employment Status: Full-time – 35 hours per week \ Funding dependent

Award Classification: Level 5, Social, Community, Home Care & Disability Services Award

#### About This Role

The Western Sydney Project Coordinator is funded under the Department of Justice and Communities' Targeted Early Intervention (TEI) program, focusing on community engagement and capacity building with young people and the youth sector in the Greater Western Sydney region.

This role contributes to Youth Action's strategic objectives:

**Value Young People:** Decision making processes in NSW value the diverse range of young people as experts in their own lives.

**Professional Youth Sector:** The NSW Youth Sector is recognised as professional in Youth Development.

**Sustainable and Strong Youth Action:** Youth Action is a respected and sustainable peak body for young people and the youth sector.

#### Position Objectives

- Engage young people, in all their diversity, facilitating opportunities to participate in community, elevate their voice and drive systemic change.
- Capacity building and promotion of best practice in the Western Sydney youth sector, developing resources, coordinating training, facilitating forums and engaging services and youth workers in Youth Action's policy and advocacy work.

#### Accountabilities

##### Project Coordination

- Coordinate Youth Action's Western Sydney projects including Youth Action's Western Sydney youth group and biennial conference. This may involve work outside of standard business hours (likely one Saturday per month).
- Work with the Youth Sector Development Manager to create a Western Sydney project plan, budget and outcomes measurement framework.
- Collate data for TEI and organisational reporting requirements.
- Conduct project evaluations with the aim to ongoing development program design.

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- Work with communications team members to develop appropriate promotional materials, contribute to website and social media content, identify media opportunities and align Western Sydney projects with the organisation’s broader communications strategy.
- Support the organisation's policy and advocacy activities, developing and applying research relevant to the experiences of young people and youth services in Western Sydney.

### Stakeholder Engagement

- Maintain key relationships with young people, Youth Action members, service providers, partner organisations and Government.
- Develop programs for young people, coordinating youth groups and forums, advisory councils, advocacy trainings, school workshops etc.
- Support, facilitate and actively participate in Western Sydney interagency meetings, working parties, consultations, steering committees and other relevant forums which work to address youth and youth sector issues.
- Coordinate communities of practice (including our WSYSN and FYDO networks) and develop tools and resources that support young people and youth workers.
- Recruit and supervise casual staff, volunteers or students for project activities as required.
- Identify best practices for working with young people nationally and internationally, applying to the NSW and Western Sydney context.

### Organisational Contribution

- 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
- Collaborate with team members to ensure a cooperative approach to issues affecting young people and youth services.
- Comply with Youth Actions policies and procedures.
- Undertake other duties and accountability as directed, within the scope of this role.

### Selection Criteria

<b>Essential</b>	<b>Desired</b>
<ul style="list-style-type: none"> <li>• Genuine commitment to social justice for young people with a vision for realising the potential for youth development.</li> <li>• Minimum two years relevant work experience in project coordination, policy development or service delivery in the youth sector.</li> <li>• Knowledge of youth development and youth participation principles.</li> </ul>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in a relevant field (such as youth work, social work or social science) or equivalent experience.</li> <li>• Well-developed research, analytical and conceptual thinking skills.</li> </ul> <p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>• Critical reflective practitioner</li> </ul>

## Position Description – Western Sydney Project Coordinator



<ul style="list-style-type: none"><li>• Understanding of social policy and programs that affect young people in NSW and Australia.</li><li>• Excellent communication skills and the ability to work with a range of stakeholders.</li><li>• Demonstrated track record of meeting deadlines and project targets, and adjusting to changing priorities.</li><li>• Working with Children Check clearance.</li></ul>	<ul style="list-style-type: none"><li>• Teamwork</li><li>• Curiosity</li><li>• Creativity</li><li>• Judgement</li><li>• Bravery</li><li>• Optimism</li><li>• Persistence</li></ul>
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