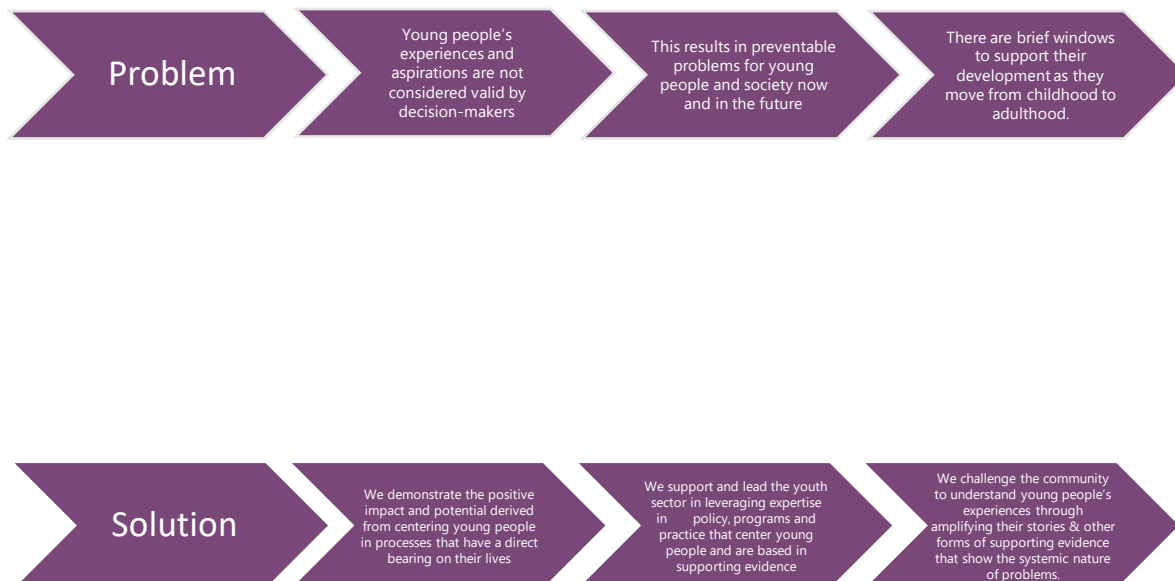


About Youth Action

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

Position Description

Position Title:	Western Sydney Policy Officer
Responsible To:	Policy & Advocacy Manager
Employment Status:	Part-time – 14 hours per week. 12 month contract
Award Classification:	Level 4, Social, Community, Home Care & Disability Services Award

About This Role

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.
- **Youth issues on the agenda:** Ensuring key systemic issues for young people are put on the NSW agenda and strategic opportunities to highlight youth issues in policy debates are created and used effectively.
- **Sustainable and Strong Youth Action:** Actively contribute to a positive organisational culture and social impact by delivering on role expectations, team expectations and representing Youth Action in a professional manner.

Position Objectives

- Undertake research and contribute to the development, writing and promotion of reports, policy papers and submissions centred on the experiences of young people in Western Sydney and the youth services that support them.
- Identify best practices for working with young people nationally and internationally, applying to the NSW and Western Sydney context.
- Contribute to our Western Sydney projects (Outburst, What's Up West Conference, Sector Development and Leadership trainings) when and as required. This may involve work outside of business hours on the occasional Saturday.
- Support Youth Action's internship program.
- Work towards a society where all young people are supported, engaged and valued.

Performance expectations include:

- Deliver timely policy research
- Positive feedback from stakeholders.
- Positive contribution to team dynamics and the organisation overall.

Accountabilities

Research & Policy Development

- Monitor the federal and state government policy environment to determine impacts on young people and youth services in Western Sydney.
- Investigate policy or program options and prepare reports and submissions on outcomes and initiatives, as directed by the Policy and Advocacy Manager.
- Provide policy advice around youth issues and the emerging trends in the sector within the context of government policy and academic research.
- Prepare written advice, briefings, submissions and other correspondence on policy, policy direction, service quality and outcomes measurement as needed (e.g. for members and government stakeholders).
- Work with the Policy and Advocacy Manager and Western Sydney Project Coordinator to develop and apply research relevant to the experiences of young people and youth services in Western Sydney.

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.
- Facilitate youth participation.
- Support interns to achieve project objectives.
- 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.
- Comply with Youth Actions policies and procedures.
- Undertake other duties and accountability as directed, within the scope of this role.

Selection Criteria

<p>Essential Knowledge</p> <ul style="list-style-type: none"> • Genuine commitment to social justice for young people with a vision for realising the potential for youth development. • Knowledge of youth development, youth participation and the youth sector. • Understanding of social policy and programs that affect young people in NSW and Australia. • Experience in formal and informal research and/or evaluation methods. • Experience working with young people or in the youth sector. 	<p>Desirable Work Experience</p> <ul style="list-style-type: none"> • Previous experience in a professional setting. <p>Desirable Personal Attributes</p> <ul style="list-style-type: none"> • Critical reflective practitioner • Teamwork • Curiosity • Creativity • Judgement • Bravery • Optimism
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<ul style="list-style-type: none">• Experience working to a deadline <p>Essential Education Qualifications</p> <ul style="list-style-type: none">• VET, Tertiary qualifications or equivalent experience in social science, public policy or a relevant field. with research components <p>Essential Personal Qualifications</p> <ul style="list-style-type: none">• Working with Children Check clearance.	<ul style="list-style-type: none">• Persistence
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