
	Position Title: Projects & Administration Coordinator	Team: Core Key relationships: AFC team	
	Clerk - Private Sector Award 2020: Level 3-4	Salary: \$65K to \$75K	Date: October 2025

ROLE OVERVIEW

ROLE	<p align="center">Project and Administration Coordinator Accountable Futures Collective</p>
Where and with whom is this role located?	Sydney, Gadigal Country Embedded in the AFC team
Salary and FTE	1 FTE \$65,000 - \$75,000 plus super + salary packaging Clerks Award level: 3-4
Purpose of the role	Provides high-quality administrative and logistical support across AFC. Plays a key role when AFC's brings people together and supports project delivery with partners through coordination and support.
Core activities in role	Various duties including 1. Project Coordination and Support <ul style="list-style-type: none"> ● Help the team keep track of tasks and deadlines for different projects. ● Assist with setting up project documents, templates, and updates. ● Support team members with simple research or admin tasks as needed. ● Keep simple records of spending and help with budget tracking.

2. Systems and Process Development

- Keep online files and folders organised (e.g. Google Drive).
- Help set up templates and documents for the team to use.
- Update databases (like contact lists or project trackers).

3. Meeting and Team Support

- Help schedule meetings and send out invites.
- Take notes during team meetings and share action items.
- Support team communication and reminders.

4. Event Planning and Delivery

- Help book venues, catering, and travel for team events.
- Keep track of event budgets and timelines.
- Be a friendly point of contact on the day of events.

5. Communication and Stakeholder Engagement

- Strong written and verbal communication skills.
- Draft basic emails and communications.
- Help update our website or social media (with support and in partnership with young people).
- Be polite, enthusiastic and professional when talking with team members and external partners.

6. Technical Competence

- Use everyday tools like Google Workspace (Docs, Sheets, Calendar) and Zoom or Google Meet.
- Be open to learning new systems as needed.

7. Organisational and Self-Management Skills

- Highly organised with the ability to manage multiple tasks, priorities, and deadlines while working remotely.
- Demonstrated initiative, problem-solving abilities, and capacity to work independently.

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>Our vision is for a society that deeply values children and young people and creates the conditions for them to thrive in childhood and life.</p> <p>Accountable Futures Collective exists to change systems so they stop harming generations of young people.</p> <p>We bring young people and adults together to solve the accountability void – what’s missing between the promises to young people and their experience in reality.</p> <p>AFC is in start-up phase and is being created as a systems change movement, grounded in First Nations knowledge and values. The evolving theory of change is: if we bring young people, communities, governments and the right funders together to shift mindsets and build capability, this will result in young people’s wisdom and expertise shaping the systems that impact them; and initiatives, institutions and services embracing young people’s leadership, their ideas and their power. Eventually, this will see the emergence of new systems, services and societies that are accountable to young people, preventing harm and creating conditions for young people to thrive.</p>	<p>This role is part of the Core Team at Accountable Futures Collective, and will work closely with the CEO and Executive Director, as well as other Team members</p> <p>PRIMARY OBJECTIVES OF THE ROLE</p> <p>To ensure the AFC has the project, administrative and logistical support to fulfil their roles in refining and driving accountability to young people and future generations</p> <ul style="list-style-type: none"> • Leadership and support in setting up enabling systems, processes and policies • Hands-on project and event support • Direct support to the Team to maintain files, documents and actions
OUR VALUES	CORE WAYS OF BEING, DOING + SHOWING UP

Our Values reflect what is most important to us as a collective – they are anchors for our decision making. These values guide our work.

We are ACCOUNTABLE:

- We practice accountability to young people and consider young people of the future
- We take action to create real accountability in systems
- We centre young people and make decisions together
- We challenge adults to back young people's vision of accountability and bring their leadership and influence

We build COMMUNITY:

- We build strong and trusting relationships that focus on shared values
- We work in deep collaboration; we build bridges
- We share and learn from different knowledges and experiences

We commit to TRUTH-TELLING:

- We honour what is true for young people and communities
- We uphold transparency and value learning
- We hold our independence so we can shift systems

We focus on CONSISTENCY:

- We are consistent as a force for change and move at the pace of young people
- We show up and do what we say we will
- We are consistent as a collective, with flexibility for individuals

As well as conducting oneself in accordance with the Code of Conduct and all applicable policies, the Projects & Administration Officer will be expected to role model working with young people in ways that:

- values them as experts in their own lives, and in what needs to be different and 'good'
- enables young people – in their own right and through partnerships with adults – to hold parts of society to account for the roles they play in their lives
- builds AFC's accountability to young people

And work with partners in ways that:

- values their role in young people's lives
- values strong partnership and powerful coalitions as critical to achieving change
- constructively holds tension between increasing accountability and enabling learning & adaptation.

IMPORTANT RELATIONSHIPS

This role is based in Sydney on Gadigal Country. To enable deep collaboration with young people and communities, travel to communities and to engage with Early Adopters (key partnerships) will be required. Some travel to regional/remote areas may also be required.

This role reports to a line manager (CEO) who will provide supervision and review. This role will provide support to the whole AFC team, as well as members of the collective – young people and key partners.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

1. **Experience providing administrative or project support.** Demonstrated ability to support projects or teams by managing calendars, coordinating tasks, and maintaining accurate records or documents.
2. **Good organisational and time management skills.** Able to manage multiple tasks or priorities, meet deadlines, and support smooth day-to-day operations with minimal supervision.
3. **Clear and professional communication skills.** Confident in writing emails, taking meeting notes, and communicating clearly with team members and external stakeholders, both in person and remotely.
4. **Working knowledge of digital tools and systems.** Experience using digital tools such as Google Workspace (Docs, Sheets, Calendar), Zoom/Google Meet, and an interest in learning platforms like CRMs or websites.
5. **Basic finance and admin support experience.** Some experience with simple finance tasks like tracking expenses, processing invoices, or assisting with budgets or reimbursements.
6. **Experience supporting meetings or events.** Has helped organise meetings, workshops or events—this could include booking venues, sending invites, preparing materials, or supporting on the day.
7. **Team player with initiative and reliability.** Shows initiative, follows through on tasks, and contributes positively to a team. Comfortable working independently and asking for help when needed.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Previous experience in a similar role

DESIRABLE

- Previous experience in a purpose-driven or community-focused organisation
- Involvement in coordinating or supporting events, workshops, or community programs

How to Apply

To apply for this role, please submit:

- **Your current resume**

- **A short cover letter (1–2 pages)** addressing the following questions:
 1. What interests you about this role and working with our organisation?
 2. Can you describe a time when you had to manage multiple tasks or deadlines? How did you keep things on track?
 3. Tell us about a time you supported a project, event, or team. What was your role, and what was the outcome?
 4. How do you like to work in a team, and what do you think makes good teamwork happen?
 5. Have you used digital tools such as Google Workspace, Microsoft Office, or online meeting platforms? Can you describe how you used them?
 6. Can you share any experience you have had with basic financial administration tasks like processing invoices, managing petty cash, or tracking expenses?
 7. Describe a time when you had to learn a new system or process. How did you approach it and what was the result?
 8. When working remotely or independently, how do you stay organised and ensure you complete your tasks?

You are welcome to include any other information you think is relevant, but there is no need to formally address every selection criterion. If you have any questions about the role or the application process, please contact Carrie at ea@accountablefutures.org.au. We look forward to receiving your application!