

Position Description

Organisation	Youth Action
Location	Darlinghurst, Sydney NSW
Position	Western Sydney Project Officer
Employment type	Full time, 35 hours per week, 12 month contract, with possibility of renewal
Award grade	Level 4.1, SCHADS
Remuneration	\$92,286 plus 12% superannuation
Enterprise agreement	Youth Action & Policy Association (NSW) Inc. Enterprise Agreement

About this Role

Are you a collaborative, community-minded professional passionate about creating opportunities for young people and strengthening the youth sector?

Youth Action is seeking a Project Officer to coordinate the delivery of our Western Sydney and Nepean Blue Mountains program. Working with young people, youth workers, services and sector partners, this role will help strengthen youth sector capability, create opportunities for young people to contribute to advocacy and decision-making, and build stronger connections across the region.

This is your chance to:

- Build strong relationships with young people, youth services and community partners across Western Sydney and the Nepean Blue Mountains
- Coordinate training, forums and other activities that strengthen the skills, knowledge and connections of young people and the youth sector
- Create meaningful opportunities for young people to contribute their perspectives, priorities and ideas
- Help turn what we hear from young people and the sector into practical resources, activities and advocacy

You'll work closely with the Director of Engagement and broader Youth Action team to coordinate consultations, training and regional forums, support youth participation and advocacy, and strengthen connections across the sector. Whether bringing services together around an emerging issue, supporting young people to contribute to a forum, or coordinating training in response to sector needs, this role is ideal for someone who enjoys building relationships and turning ideas into practical action.

Join a small, passionate team leading social change in NSW. At Youth Action, we value collaboration, creativity, and genuine participation. You'll be supported to bring bold ideas to life, work flexibly, and grow professionally, while making a tangible difference for young people and the youth sector across Western Sydney and the Nepean Blue Mountains.

Position Objectives

The Western Sydney Project Officer is responsible for coordinating the day-to-day implementation of Youth Action's Western Sydney and Nepean Blue Mountains program.

The role will:

- Build and maintain relationships with young people, youth services, practitioners, community organisations, networks and other stakeholders across the region.
- Coordinate consultation and engagement to understand local needs, strengths, emerging issues and opportunities.
- Support the design, coordination and delivery of sector training, youth advocacy training, forums and other capacity-building activities.
- Create meaningful opportunities for young people to contribute their knowledge, perspectives and priorities to program activities and advocacy.
- Support sector collaboration, networking and information sharing across Western Sydney and the Nepean Blue Mountains.
- Capture project outcomes, feedback and learning and contribute to evaluation, reporting and continuous improvement.

Accountabilities

Project Coordination & Delivery

- Design and coordinate the delivery of the Western Sydney and Nepean Blue Mountains program in line with agreed workplans, funding deliverables and reporting requirements.
- Design and coordinate project activities including consultations, training, forums and other sector engagement activities.
- Work closely with the Director of Engagement, Youth Action colleagues and external partners to support effective and responsive project delivery.
- Maintain project plans, records and documentation to support effective coordination, delivery and continuous improvement.

Sector Engagement & Capacity Building

- Build and maintain strong relationships with youth services, practitioners, networks, community organisations and other stakeholders across the region, including coordinating a project reference group of CAFS providers to help inform program priorities and activities.
- Engage with young people and the youth sector to identify local strengths, needs, emerging issues, training needs and advocacy priorities.

- Coordinate training and capacity-building activities for youth sector practitioners and young people in response to identified needs.
- Develop and share practical tools, resources and information that support sector capability and collaboration.
- Strengthen connections, information sharing and opportunities for collaboration across the regional youth sector.

Youth Participation & Advocacy

- Create safe, accessible and meaningful opportunities for young people to shape and participate in project activities.
- Facilitate youth-led and co-designed activities, with a focus on centring young people from communities and backgrounds that are often underrepresented.
- Build relationships with young people and youth advocates and provide appropriate support for their participation.
- Coordinate opportunities for young people to build their advocacy skills and contribute to forums, consultations, inquiries, submissions and other sector and policy conversations.
- Ensure young people's perspectives and experiences meaningfully inform project delivery and Youth Action's broader policy and advocacy activities.

Forums, Emerging Issues & Sector Advocacy

- Coordinate regional forums and other engagement activities that bring together young people, youth services and sector stakeholders around emerging issues.
- Translate issues and priorities identified through consultation and sector engagement into opportunities for collective action and advocacy.
- Capture key themes, priorities and actions arising from forums and sector engagement, and develop and contribute to briefing papers, submissions and other advocacy materials.
- Work with Youth Action colleagues to ensure regional insights inform broader sector development, policy and advocacy priorities.

Monitoring, Evaluation & Reporting

- Monitor project delivery and progress against agreed outcomes and funding requirements.
- Coordinate feedback and evaluation processes and maintain accurate records of project activities, participation and outcomes.
- Gather evidence and insights from young people, sector stakeholders and project activities to support evaluation and continuous improvement.
- Prepare progress reports, funder reporting and other project documentation in collaboration with the Director of Engagement and relevant Youth Action staff.

Organisational Contribution

- Build positive relationships across the organisation and with external stakeholders.
- Demonstrate initiative, sound judgement and a solutions-focused approach.
- Contribute to a collaborative, inclusive and continuously improving organisational culture.

- Champion Youth Action's purpose, values and commitment to young people's participation.
- Work flexibly across organisational priorities as organisational needs evolve.

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.

What You'll Bring to the Role

- Relevant tertiary qualifications in youth work, community development, social work, or a related field or equivalent practical experience.
- At least two years' experience leading or supporting impactful projects in the youth, community development or not-for-profit sectors.
- Strong understanding of youth participation, youth development, and rights-based principles and practice.
- Experience engaging and building relationships with young people, youth services, community organisations and other stakeholders, including people from diverse and underrepresented communities.
- Experience designing and facilitating consultations, workshops, training, forums or other group activities, both online and in person.
- Strong project coordination and organisational skills, with the ability to manage competing priorities, meet deadlines and keep activities on track
- Confident and effective written and verbal communication skills, including the ability to write and tailor accessible content, presentations, or tools for young people and the sector, and prepare project and funder reporting.
- Ability to gather and synthesise feedback, insights and information to inform project activities, evaluation and continuous improvement.
- Knowledge of youth issues and the NSW youth sector, with knowledge of Western Sydney and the Nepean Blue Mountains being highly desirable.
- A proven ability to work independently, responsively and collaboratively in a fast-paced, purpose-driven team, meeting deadlines, and hitting project goals, as well as experience using real-time collaboration and project tools (e.g. SharePoint, Teams, Monday, etc) to manage shared work.
- A values-driven mindset grounded in equity, inclusion, and social justice
- A current Working with Children Check and National Police Check, or willingness to obtain both

Working at Youth Action

Youth Action is the peak organisation representing young people and the services that support them in NSW. We have represented young people and the Youth Sector for over 30 years and are supported by over 150 Member organisations.

We have a safe, progressive, and equitable culture. We encourage all to apply, including LGBTIQ+, First Nations people, people with disability, and those from diverse cultures, backgrounds, and experiences.

Working at Youth Action is a great opportunity to grow in your chosen profession, build new skills, and gain experience that will support your career long into the future. We're committed to supporting your professional development and progression, and you'll be part of a team that values learning, collaboration, and purpose-driven work. You'll also enjoy time-in-lieu for any occasional after-hours or weekend work, 4 weeks of annual leave, additional end-of-year leave, and access to an Employee Assistance Program (EAP).

Contact

Please send any queries to our General Manager at_recruitment@youthaction.org.au.