



Western Sydney Project Coordinator - YAPA

Applications close *20 June 2012*

The Western Sydney Project Coordinator will lead YAPA's Western Sydney Project in advocating for social justice for young people in Western Sydney, supporting the Western Sydney youth sector through advocacy, resourcing and training, and to work towards a society where all young people are supported, engaged and valued.

Major Duties:

- *Ensure young people from a diverse range of ages, gender, life experience and cultures actively participate in the project through the coordination of Outburst!, The Western Sydney Youth Forum, other youth engagement mechanisms including conferences, events and workshops, and by providing support for youth activism projects
- *Promote professional development and quality improvement of youth services in Western Sydney by contributing to YAPA training, conferences, information and resources available to the youth sector across the region, in addition to coordinating Western Sydney specific training, conferences, resources and distributing relevant information
- *In conjunction with the YAPA policy team, work through a community development approach to research and identify priority issues affecting young people and youth services in Western Sydney
- *In conjunction with the YAPA policy team, advocate on priority youth and youth sector issues, through the preparation of policy proposals and submissions to relevant decision makers
- *Represent young people, the Western Sydney youth sector, and YAPA to the government and the broader community through public speaking engagements, external meetings and in the media
- *Co-ordinate and participate in forums, working parties, consultations and steering committees of regional significance which work to address youth and youth sector issues
- *Recruit and supervise casual staff, volunteers and students to support The Western Sydney Project's objectives as required
- *Liaise with the Communications Manager in the coordination of print and online communications including social media platforms, contributing to the YAPA website, and in the development of YAPA Western Sydney Project Updates to ensure they align with the organisations communications strategy.
- *Liaise with the YAPA Finance & Administration Manager in the development of the project budget and ensure YAPA financial policies and procedures are followed.
- *Liaise with the Administration Officer to ensure administrative support tasks are undertaken, as required.

Download:[Read Me First](#)

Download:[Guide For Job Applicants](#)

Download:[Job Description](#)

Download:[How To Address The Selection Criteria](#)

Download:[Organisation Information \(Part 1\)](#)

Download:[Organisation Information \(Part 2\)](#)

To apply, please download the information package, and send your completed application to:

contact: Emily Jones, YAPA's Director of Operations & Projects

email: operations@yapa.org.au

Applications close: 5m Wednesday 20 June 2012