

## Position Description

<b>Organisation</b>	Youth Action
<b>Location</b>	Darlinghurst
<b>Position</b>	Health Project Coordinator
<b>Employment type</b>	Full time, 35 hours per week, ongoing position (based on funding)
<b>Award grade</b>	Level 4.1, SCHADS
<b>Remuneration</b>	\$85,120 plus 11.5% superannuation
<b>Enterprise agreement</b>	Youth Action & Policy Association (NSW) Inc. Enterprise Agreement

### About this Role

Are you ready to lead a project that puts young people in the driver's seat of their own health and wellbeing?

Youth Action is seeking a dynamic **Health Project Coordinator** to lead the **NSW Youth Health Literacy Project**—a transformative initiative designed to break down the barriers that prevent young people aged 12 to 24 from understanding and accessing the healthcare they need.

In partnership with the **NSW Ministry of Health**, this role goes beyond traditional health education. You'll co-design and deliver innovative training and digital resources alongside young people, elevate and amplify their voices, and drive real health behaviour change across the state. Your work will build the knowledge, confidence and capabilities of both young people and youth workers to navigate and influence the health system in NSW.

This is your chance to:

- Lead an exciting, innovative project with a strong focus on equity and systems change
- Empower young people—particularly those facing the greatest health inequities—to make informed decisions about their wellbeing
- Collaborate across sectors and communities to create lasting, youth-led impact
- Contribute to a respected, purpose-driven organisation shaping the future of youth development in NSW

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—all while making a tangible difference in the lives of young people across the state.

## Position Objectives

- Design and deliver programs, resources, and training to improve young peoples' health literacy, empowering them to make informed decisions.
- Coordinate a participation framework to involve young people in co-designing and delivering all parts of the project, including peer-to-peer training.
- Develop training tools for youth workers to help them support young people navigating the health system.
- Lead and promote the *Ask For Health* website – a youth-friendly resource built with input from young people and health professionals.
- Plan for the program's long-term future and explore ways to grow the project and elevate impact.

## Accountabilities

### Project Coordination

- Oversee the project to ensure Youth Action meets key goals, contracts, reporting, and deadlines.
- Partner with the General Manager to develop the project plan, budget, and outcome measurement plan.
- Design and deliver program evaluation processes to support ongoing program quality improvement.
- Use best practice approaches for co-design and working with young people.
- Keep clear records of key decisions and lessons learned to support project continuity.
- Contribute to sector development, policy, and advocacy by sharing the project's co-design approach and insights from young people and youth services.
- Work with the Communication Officer to create promotional content, contribute to the website and social media, and align messaging with Youth Action's broader strategy.

### Stakeholder Engagement

- Build and maintain strong relationships with young people, Youth Action members, service providers, youth workers, partners, and government stakeholders.
- Represent the project in relevant forums like working groups, consultations, and steering committees.
- Support professional development in the youth sector by contributing to Youth Action's training, events, and resources.

### Organisational Contribution

- Champion social justice, equity, and inclusion for all young people using a youth development and rights-based approach.
- Work collaboratively with the team to address issues impacting young people and the youth sector.

- Contribute to Youth Action's strategic objectives as well as represent and promote Youth Action's mission and values.
- Follow all organisational policies and procedures.
- Carry out other relevant duties as needed.

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

- A genuine passion for social justice and a clear vision for how youth development can transform lives and communities.
- Tertiary qualifications in a relevant field—such as public health, youth work, social work, or social science—or equivalent real-world experience that demonstrates your capability.
- At least two years' experience leading or supporting impactful projects in the youth, community development or service delivery sectors.
- A strong understanding of youth development principles and a commitment to authentic youth participation in shaping the programs that affect them.
- Skills and experience in training design and facilitation.
- A solid grasp of social policy and programs impacting young people across NSW and Australia, and the drive to turn policy insight into practical action.
- Outstanding communication skills, with the ability to build respectful, effective relationships across diverse communities and stakeholder groups.
- A proven ability to meet deadlines, hit project goals, and pivot when priorities shift—bringing a flexible, can-do attitude.
- Lived or professional experience engaging with a broad range of young people, including Aboriginal and/or Torres Strait Islander young people, those from culturally and linguistically diverse backgrounds, young people with disability, and LGBTQIA+ young people.
- A strong commitment to teamwork, creative problem-solving, collaboration and bringing enthusiasm to every aspect of your work.
- A current Working with Children Check clearance and National Police Check review.

### 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 LGBTIQA+, 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, and additional end-of-year leave.

## Contact

Please send any queries to our General Manager [atrecruitment@youthaction.org.au](mailto:atrecruitment@youthaction.org.au).