

Mental Health Project Coordinator

POSITION	Mental Health Project Coordinator
LEVEL	Community Services Worker, Grade 7
REPORTS TO	Chief Executive Officer
SALARY	\$124,746 – 129,958 FTE + 12% Superannuation (pro-rata)
HOURS	0.6 FTE (21 hours per week, based on a 35-hour full-time week). Full-time hours (up to 1.0 FTE) may be available for the successful candidate if desired - see About the Role.
TENURE	Fixed-term for 18 months, with possible extension.

THE YOUTH COALITION OF THE ACT

The Youth Coalition of the ACT is the peak youth affairs body in the Australian Capital Territory. The Youth Coalition undertakes policy development, sector development, research and evaluation, advocacy and representation activities to improve outcomes for young people and their families. We are responsible for representing and promoting the rights, interests and wellbeing of the estimated 78,000 young Canberrans aged 12–25 years and those who work with them.

For more information about the Youth Coalition visit: www.youthcoalition.net/about

ABOUT THE ROLE

The Mental Health Project Coordinator will lead the coordination of, and provide secretariat support to, the ACT Child and Youth Mental Health Sector Alliance (the Alliance) and related Youth Coalition activities.

The Alliance is led in partnership between the Youth Coalition of the ACT, the ACT Government and Capital Health Network, with funding from the ACT Government. It brings together key government, community, academic stakeholders and young people with lived experience, working to improve mental health outcomes for children and young people.

This position aims to:

- Drive and coordinate Alliance activities, including developing and delivering an annual workplan, projects, meetings and Forums;
- Provide high-quality strategic, secretariat and project management support to Alliance partners and members;
- Engage and collaborate with a diverse range of partners and stakeholders to deliver shared priorities and outcomes for children and young people;
- Support related Youth Coalition activities, including those related to child and youth mental health initiatives.

This role is offered at 0.6 FTE (21 hours per week). Full-time hours (up to 1.0 FTE) may be available where this is preferred by the successful candidate. Additional hours would involve leading or support for other Youth Coalition projects and core activities, as negotiated, dependent on the skill set of the successful candidate.

This role will be part of a small, supportive Youth Coalition staff team, with a diverse skill set, who work together to deliver high-quality outputs.

RESPONSIBILITIES

Coordination and secretariat

- Coordinate, manage and convene meetings of the Alliance partners, Coordinating Committee, working groups and project sub-groups; including scheduling, agenda-setting, facilitation, and follow-up of agreed actions.
- Develop meeting materials, presentations and interactive engagement processes aligned to the workplan and partner priorities.
- Support project scoping, delivery and dissemination; including liaising with external project providers.
- Work with other Youth Coalition staff members to enable input and support as required.
- Orient new members and liaise with members and stakeholders as required.

Strategic planning and reporting

- Lead strategic development, monitoring and accountability for the Alliance annual workplan, in consultation with partners and governance groups.
- Monitor and maintain progress against the workplan, including aligning and planning for activities and project budget expenditure within and across financial years.
- Monitor project-level budget expenditure, and lead brokerage and sub-contracting processes.
- Lead development of the Alliance annual report and accompanying member survey.

Events and sector engagement

- Plan, coordinate and deliver Alliance events, including sector forums, communities of practice and webinars; with support from the Youth Coalition staff team.

Stakeholder engagement and collaboration

- Build and maintain effective relationships with Alliance partners, members, external stakeholders and the Youth Reference Group (YRG). The YRG is administered through the ACT Government.
- Facilitate input and build consensus among stakeholders with diverse perspectives and priorities.
- Act as a connection point across Alliance members and groups, partners and the Youth Reference Group.

Communications and evaluation

- Oversee development and dissemination of Alliance communications, including the eBulletin and website.

- Support Alliance evaluation activities to inform reporting and continuous improvement.

Integration and other duties

- Strategically align and integrate activities, outputs and reporting across Alliance components to ensure consistency and quality.
- Other tasks as agreed, including support to other Youth Coalition projects and core activities (particularly where the role is undertaken at full-time capacity).

WHAT WE CAN OFFER YOU

The Youth Coalition recognises that the staff of the organisation are its greatest asset. The Youth Coalition employs under the conditions outlined in the Community Sector Multiple Enterprise Agreement (Australian Capital Territory) and offers above MEA or award salary and conditions. The Youth Coalition prides itself as an Equal Opportunity Employer, and aims to be an employer of choice in the community sector.

We also offer a range of incentives to encourage, support, attract and retain staff, including:

- Flexible work arrangements, which includes flexibility to work between the hours of 7:00am and 7:00pm, Monday to Friday, as negotiated;
- Additional week of paid leave during the shutdown at the end-of-year holiday period;
- Birthday leave;
- Part of the ACT Portable Long Service Leave Scheme; and
- Additional personal and study leave provisions.

The Youth Coalition also provides many opportunities for staff to develop professionally and personally, including representation and advocacy on high-level advisory committees, leading sector-wide initiatives, partnering with tertiary institutions, developing and implementing innovative research and consultation models, and contributing to a range of publications.

SELECTION CRITERIA

Essential

- Demonstrated project coordination and management skills, including the ability to plan, drive and deliver multiple concurrent projects and activities, manage competing priorities and deadlines, and maintain quality and momentum across a range of work.
- Strong strategic thinking and planning skills, including the ability to develop, drive, monitor and report against a workplan, anticipate what is needed, and align activities and outputs towards shared goals.
- Highly developed stakeholder engagement and collaboration skills, including the ability to build and maintain effective relationships across diverse partners and sectors, broker input, and build consensus among groups with differing perspectives and interests.
- Sound written and oral communication and facilitation skills, including preparing clear agendas, papers, reports and presentations, and facilitating meetings and group discussions.

- Highly organised, with strong attention to detail and time-management skills, and the ability to work independently and use initiative as part of a small team.
- Reliable, conscientious and trustworthy, with strong follow-through: consistently sees tasks through to completion and ensures that actions, commitments and details are not dropped across activities.
- Knowledge of, and a commitment to, the principles of social justice and an understanding of the issues that impact young people.

Desirable

- Knowledge of, or a strong interest in developing knowledge of, the child and youth mental health sector and service system.
- Knowledge of the ACT youth and community sector and established networks.
- Experience coordinating and delivering events, forums, networks or meetings.
- Experience working in a partnership, multi-agency or cross-sector environment.

Mandatory requirements

- Working with Vulnerable People registration.
- Current driver's licence and access to a private vehicle for work-related travel (a mileage allowance is provided).
- Eligibility to work in Australia.

TO APPLY FOR THIS ROLE

Applications should include:

- Cover letter: outlining your interest in this role.
- Current resume: outlining relevant skills and experience and contact details for at least two referees. Referees will not be contacted until after the interview stage.
- Statement addressing the Application Questions below, in consideration of the selection criteria: up to a three-page response.

APPLICATION QUESTIONS

Address the following questions in no more than three pages, and in consideration of the selection criteria above.

1. This role involves coordinating partners, members and stakeholders that are external to the Youth Coalition. This requires bringing people along rather than directing them, through flexible engagement approaches, whilst still ensuring that Alliance activities remain on task and on time. Describe your approach to engaging and collaborating with diverse stakeholders, and how you would build constructive working relationships and consensus across these groups.
2. A significant component of this role is activity-focused, which can sometimes become 'busy work' rather than moving towards outcomes. Describe a time you had to keep a piece of work focused on results. What were you aiming for? What were the challenges, and what strategies did you use to keep the project focused?

3. This role holds relationships with partners and sector stakeholders, requiring trust built upon reliability, follow-through and sound judgement. Describe a time that you built or strengthened that kind of trust. What did you do, and how did it shape the working relationship? What were the challenges?
4. This position works largely autonomously, with support from the team, while also contributing to the Youth Coalition workplace and broader activities. What (a) skills, (b) values and (c) personal qualities would you bring to working both independently and as part of a team?

FOR MORE INFORMATION

Applications are due by 12pm, Monday 29 June 2026, and should be directed to:

Kylie Denny

Office Manager, Youth Coalition of the ACT

office@youthcoalition.net

We anticipate that interviews will occur on Tuesday 7 July and Thursday 9 July. We are seeking the successful candidate to commence in the role during August (or earlier).

Questions about the nature of the role can be directed to erin@youthcoalition.net and office@youthcoalition.net.