

# Position Description



<b>Position title</b>	Project Coordinator, Youth Peer Workforce
<b>Responsible to</b>	Program Lead, Regional Peer Workforce
<b>Responsible for</b>	Nil direct report
<b>Location</b>	Wollongong, Nowra, Fyshwick or Moruya
<b>Conditions</b>	National Employment Standards Employment Contract Company policies and procedures Flexible work practices
<b>Remuneration and benefits</b>	Base salary plus superannuation at statutory rate Salary packaging in line with Registered Health Promotion Charity status Professional development opportunities
<b>Probity checks</b>	Reference checks National Criminal Record Check Qualifications/Certifications required for the position Professional registrations and memberships as required for the position
<b>Level of delegation</b>	As outlined in Delegations Policy
<b>Acknowledgement of Country</b>	COORDINARE South Eastern NSW PHN, acknowledges the Traditional Owners and Custodians of the lands across which we live and work. We pay our respects to Elders past, present and emerging, and acknowledge Aboriginal and Torres Strait Islander peoples' continuing connection – both physical and spiritual – to land, sea and sky.

## About us

COORDINARE, as the South Eastern NSW Primary Health Network, is dedicated to fostering healthier communities.

We focus our efforts on those who face the biggest inequities. To do this, we collaborate with the community, general practices and other stakeholders to design solutions that make it easier for people to get the health care they need.

We will also use our knowledge and commissioning expertise to attract new funding partners to expand our impact.

## Our purpose

To improve the health of communities in South Eastern NSW.

## Our priorities

Our three objectives and key priorities are:

1. **Accessible care** – by improving access to services such as mental health, alcohol and other drugs, chronic conditions, after hours and urgent care- especially for priority groups.
2. **Systemised care** – by strengthening linkages between primary care and the broader health system. We support general practice and commission coordination and navigation services that guide individuals through their health care journey.
3. **An activated community** – by fostering health across the lifespan, addressing the social determinants of health, increasing prevention activities, and improving community resilience and social connectedness.

As a growing, innovative, and resilient organisation, we achieve our priorities through our strengths in:

- Consumer engagement
- Professional capacity
- Financial resilience
- Communications and influence
- Research and evidence
- Data and IT capability

## Our values

- We build trusted and meaningful relationships
- We respect and include diverse voices
- We act with integrity
- We embrace change with purpose

## Our processes

COORDINARE commissions services from our stakeholders, rather than providing services directly. Commissioning involves starting with understanding our communities' needs, identifying commissioning opportunities and then gauging the impact of our initiatives on the community.

COORDINARE uses population health data, and input from our two GP-led Clinical Councils, the Community Advisory Committees, the Aboriginal Health Councils, general practices, and through our strategic alliances with the Local Health Districts, to identify needs, set clear local priorities, and implement government initiatives.

## Purpose

The Project Coordinator, Youth Peer Workforce supports the development, coordination and implementation of initiatives that build sustainable youth peer workforce pathways across South Eastern NSW. The role contributes to strengthening early-entry pathways for young people with lived and living experience to enter the peer workforce, supporting future workforce supply and regional service demand.

The role will also support COORDINARE's broader peer workforce strategy as outlined in the South Eastern NSW Lived Experience (Peer) Work Framework. This includes coordinating workforce development activities, supporting sector collaboration, and ensuring youth voices inform workforce planning, program design, and implementation.

The role has a strong focus on the growth, visibility and coordination of youth peer workforce initiatives, including early-entry training pathways and foundational workforce programs. These initiatives are designed to pilot and test new workforce and education models, ensuring they are responsive to sector needs, evidence-informed, and aligned with the aspirations and experiences of young people.

## Key accountabilities

- Coordinate the design, establishment and delivery of youth peer workforce initiatives that reflect best practice in youth lived experience engagement and align with regional workforce priorities.
- Support collaborative planning and co-design processes with headspace centres, Youth Reference Groups, commissioned providers, youth sector leaders, and people with lived and living experience.
- Facilitate pathways for young people to enter the peer workforce, providing coordination support to participants, training providers and service partners involved in youth peer workforce initiatives.
- Assist with engaging community members with lived and living experience, including young people, to support entry into peer workforce pathways.
- Support stakeholder engagement and communication to build understanding, support, and participation in emerging youth peer workforce programs.
- Facilitate communities of practice, networking opportunities, and professional learning activities to strengthen capability, connection, and retention within the peer workforce.
- Support engagement of peer workers across mental health, alcohol and other drugs, and suicide prevention services to strengthen collaboration, workforce sustainability, and professional recognition.
- Contribute to the planning, coordination and delivery of broader peer workforce initiatives delivered by COORDINARE in line with the South Eastern NSW Lived Experience (Peer) Work Framework.
- Assist with engaging community members with lived and living experience, including young people, to support entry into peer workforce pathways.
- Monitor, track and report on project activities and outcomes, including participation, workforce transition, program impact and alignment with emerging workforce trends and demand

## Key challenges

- Translating peer workforce evidence and best practice into practical, accessible approaches for communities and service providers.
- Supporting the establishment of new pilot initiatives and contributing to the development of an evidence base to inform future investment.
- Navigating cultural and systemic change across diverse service settings and workforce environments.
- Building and maintaining effective relationships across a geographically dispersed region.
- Delivering project outcomes within defined timeframes and budgets while maintaining quality and integrity of lived experience principles.

## Selection criteria

Area	Specific requirement
Qualifications	Lived experience of mental health challenges and accessing public and primary mental health services. Relevant qualifications such as a Certificate IV in Mental Health Peer Work or Intentional Peer Support training and/or 2+ years of experience working as a Peer Worker or Lived Experience Worker.
Registration and licensing	Australian Drivers Licence
COVID-19 vaccination compliance	It is recommended that COORDINARE employees have completed at least 2 doses of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA).

## Knowledge and experience

1. Experience engaging with young people or working within youth-focused services with an understanding of the developmental, social and systemic factors that influence youth participation.
2. Demonstrated experience in project coordination including administrative competence and effective task management.
3. Excellent relationship building and stakeholder management skills with the ability to engage effectively across services, training providers, workforce and community members to foster collaboration towards shared project outcomes.
4. Experience and knowledge of the Australian and NSW Mental Health System and policy environment including Lived Experience (Peer) Workforce frameworks.
5. Proven capacity to contribute to the design, piloting, testing and refinement of programs or initiatives. This may include skills and experience in co-design and other participatory approaches.
6. A desire and demonstrated ability to research and share contemporary and emerging best practice in lived experience workforce, youth employment and training and education.
7. Demonstrated experience working with a range of IT software and programs such as Microsoft Office and databases for information management.
8. Ability to work independently and as part of a cohesive team.

*COORDINARE is an equal opportunity employer embracing diversity. We strongly encourage applications from Aboriginal and Torres Strait Islander people. We are sector leaders with excellent benefits, and a hybrid workplace in the beautiful SENSW region.*

*We support Hybrid Working, so it is expected on average 40% of your work time should be spent at a COORDINARE location to achieve the exemplary depth of relationships, connection, and collaboration as desired.*

*Successful applicants must have the right to work in Australia.*

*Successful applicants must have access to a comprehensively insured motor vehicle and a willingness to travel as part of this role, including overnight stays.*

**As the incumbent of this position, I confirm I have read the Position Description, understand its content, and agree to work in accordance with the requirements of the position.**

Employee's name:

Employee's Signature:

Date:

Supervisor's name:

Supervisor's Signature:

Date:

*Please note if this PD is for a new role it will need to be reviewed and approved by the CEO.*

Date	Version No.	Author	Approved by	Reason for update
March 2017	1	Alison Bradley- MH Service development & Performance Manager	CEO	New position
Jan 2025	2	Associate Director, Wellbeing & Priority Populations		Contracted role due to internal transfer + position title change
Dec 2025	3	Associate Director, Wellbeing & Priority Populations		Update PD to reflect additional ICT contract responsibilities
March 2026	4	Program Lead, Regional Peer Workforce		Revised PD for recruitment