



## National Project & Community Engagement Coordinator

This document is designed to give the officers and coordinator an insight into what the position involves. It underlines the summary, duties and responsibilities of the position.

### Position Summary

The National Project and Community Engagement Coordinator is a unique position comprising of 4 coordinators working together in both the field of projects and community engagement. They will work closely with the President and the rest of the Youth Advisory Committee (YAC) to monitor and provide reports consisting of guidance and feedback on a variety of projects for the organisation and more specifically each state (project teams). Additionally, a detailed documentation of the ways in which local project teams can engage with other organisations and communities will accompany their report.

### Role & Responsibilities

Together with the President, YAC and local Project teams, the National Project and Community Engagement Coordinators will:

- Initiate, develop and implement a variety of projects
- Research, identify and maintain an innovative approach to youth centred initiatives such as empowerment, personal development and social activities
- Research, document and report to local project teams on a variety of project ideas, trends and practices, as well as the ways to engage with other organisations and communities
- Identify and assess potential and important events as opportunities for both national and local teams to initiate projects that increase the scope and quality of the organisation
- Overall management and planning of national level projects and activities
- Review, evaluate and provide feedback on projects to drive future projects forward
- Prepare and utilise a range of documents that include reports, updates and processes to ensure effectiveness of projects

- Ensure the use of project management methodologies and practices to establish and maintain consistency and quality with all projects
- Liaise and work across multiple YN departments, members, volunteers and external partners for all project needs
- Responsible for observing, analysing and documenting YN's community relations and activities

Generic role & responsibilities such as:

- Engage in consistent communication through various channels
- Collaborate as a team and provide constructive feedback to ensure efficiency and productivity in all areas of work
- Attend YAC meetings, engaging and participating in all agenda items
- Attend individual meetings with the President when necessary
- Regular use of department calendar/s and meeting sheets
- Explore and formulate new and creative ideas and strategies
- Ensure documentation and data is recorded on a regular basis
- To ensure the standards and principles set by Youth Nexus are adhered to in all projects