

Regional Coordinator Youth Services

Position Description



Position number 403701, 403702
Directorate Youth and Community Safety
Department Youth Services
Immediate Supervisor Executive Manager Youth and Community Safety
Supervising Position(s) Youth Services Coordinators
Level PS4

Position Approval

Executive Manager Youth
and Community Safety

1/09/2026

Review and Approval Date

Position Objective

Support the MacDonnell Regional Council (MRC) Youth Services Coordinators and teams of local staff in the delivery of youth services across the MRC region and maintain reporting and compliance requirements within the department.

Key Duties and Responsibilities

- Advise and oversee the planning and implementation of Youth Services across the MRC region
- Assist in strategic planning and monitoring and contribute to the development of new initiatives and funding opportunities in collaboration with the Executive Manager
- Assist in the management of stakeholder relations, contract obligations, operational logistics and external partnerships for funded services
- Assist with the preparation and ongoing management of departmental budgets in consultation with the Executive Manager
- Support coordinators to prepare adequate risk assessments in accordance with activity needs and internal WHS policy
- Develop, coordinate, and enforce systems, policies, procedures, and productivity standards
- Maintain high level reports, records and documents, providing accurate and timely reports to the Executive Manager as well as prepare external correspondence
- Recruit, supervise and mentor Youth Services Coordinators.
- Contribute to building the capacity of local Indigenous staff and create pathways for individual progression
- Undertake performance management of Youth Services staff and oversee facilities, assets, vehicles and resources across the region
- Build and maintain positive stakeholder relationships with key internal and external stakeholders
- Undertake regular collaboration with Youth Boards, Local Authorities and other community-based organisations to ensure that Youth Services programs are responsive to community needs
- Ensure compliance is maintained within the department with regards to staff accreditation, training and Ochre Cards
- Support the Coordinator Youth Boards in successful delivery of Youth Boards across the MRC region
- Collect data, collate information and create high level funding reports for external funding providers such as the National Indigenous Australians Agency (NIAA) as per the requirements set out in the funding agreements
- Any other reasonable duties as requested by the Executive or CEO.
- Promote and maintain a strong safety culture by ensuring compliance with Work Health and Safety (WHS) legislation, Council policies and safe work procedures, conducting regular safety inspections, identifying hazards, reporting incidents, and ensuring staff use appropriate personal protective equipment (PPE).

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Skills and Attributes

- Ability to lead, motivate and mentor team members to foster independence and increase local ownership of the services
- Decision making skills with a collaborative approach to problem solving
- High level of communication skills to communicate and build relationships with a diverse range of stakeholders including participating in mediation, negotiations and conflict resolution
- Strong literacy, numeracy and computer skills to create non-standard reports and correspondence
- Ability to manage financial and physical resources to complete objectives whilst remaining within a set budget
- Willingness to learn and engage in organised training
- Present self as an enthusiastic and positive role model for young people, taking responsibility for own actions and how they influence youth
- Ability to work to tight deadlines and prioritise work accordingly while remaining flexible and adaptable to change
- Have a positive attitude and confront issues with a problem-solving mindset
- Ability to work independently and provide strategic and operational leadership

Role Requirements

Essential

- A degree in youth or community development or a relevant field; or minimum of 4 years work experience in a leadership position
- Demonstrated ability to work effectively in a culturally and linguistically diverse environment
- Demonstrated experience establishing and maintaining effective stakeholder relationships
- Demonstrated experience managing compliance within funded community service programs
- Current NT manual drivers licence
- 4WD Certificate or ability to obtain
- Ability to obtain and maintain NT Working with Children (Ochre) card
- Satisfactory completion of Criminal History Check
- Demonstrated ability to support workplace health and safety, risk management and incident reporting requirements in an operational environment

Desirable

- Current First Aid Certificate
- Knowledge of Local Government legislation
- Previous experience in working for an organisation operating across multiple sites.

Travel Requirements

This position is based in Alice Springs approximately 40% of work time will require travel work in remote communities – including overnight stays – in the MacDonnell Regional Council area of service

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Working outdoors in direct sunlight
- Manual handling of objects below 10Kg
- Repetitive bending and twisting
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

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Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

Position Reporting Structure

