

Position description – Youth Project Officer

Revised March 2026

Position: Youth Project Officer	Hours: 10 hours per week (two days per week 9:00am – 3:00pm) / flexible hours and days	Commences: March 2026
Employment Type: Part-time Fixed Term until March 2027	Award, Classification and Salary: Neighbourhood House and Adult Community Education Collective Agreement 2016 Social and Community Service Employees Level 3.1 Paid at Award \$38.65 Salary packaging available	
Reports to: CCH Executive Officer and Office Coordinator	Liases with: Services Australia staff, other CCH Centrelink Admin team members, CCH office staff, selected stakeholders	

Castlemaine Community House (CCH) is one of over 400 community houses in Victoria. Also called neighbourhood houses and learning centres, these local organisations provide social, educational and recreational activities for their communities in a welcoming environment.

Through collaboration, Castlemaine Community House contributes to strengthening social connection, community wellbeing and cultivates a community that values sustainability, inclusivity and social justice.

It achieves this through bold and innovative approaches to community development, offering social support services, lifelong learning opportunities, and fostering partnerships to build and promote an inclusive, diverse, equitable, healthy and sustainable community.

Project Details:

Castlemaine Community House’s youth programs support increased youth re-engagement with school, community programs, and employment through youth-led programming. We are seeking someone to support the development, implementation, and evaluation of a youth wellbeing project focused on increasing opportunities for physical activity across our Shire. The project will prioritise young people who are neurodivergent, LGBTQIA+, gender diverse, or disengaged from mainstream sporting opportunities.

Position Objectives:

1. Assist with the planning and delivery of youth-focused programs and activities
2. Build relationships with participants and ensure program is informed by community needs
3. Monitor project timelines, tasks, and milestones to support timely delivery.
4. Identify potential issues early and support problem-solving to maintain project progress.
5. Contribute to documenting project outcomes, participant feedback, and reporting requirements.
6. Build and maintain positive working relationships with partner organisations, local services, community groups, and other key stakeholders.
7. Attend relevant local networks and partnership meetings as required.

Position description – Youth Project Officer

Revised March 2026

Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

Flexibility

This role may require occasional evening or weekend work to support program delivery and community engagement activities.

Key Selection Criteria:

- Demonstrated experience working with young people in community, education, health, or youth service settings.
- Understanding of youth engagement principles and the ability to support youth-led participation and decision-making.
- Experience creating inclusive, safe, and welcoming environments for diverse young people, including those who are neurodivergent, gender diverse, or disengaged from mainstream activities.
- Strong interpersonal and communication skills, with the ability to build positive relationships with young people, colleagues, and community stakeholders.
- Ability to work collaboratively within a team and with external partners to support program delivery.
- Good organisational and time management skills, including the ability to assist with coordinating activities, tracking tasks, and meeting project deadlines.
- Ability to adapt to changing priorities and support problem-solving in program delivery.
- Commitment to child safety, wellbeing, and inclusive practice when working with young people.
- Current Working with Children Check (or willingness to obtain) and a valid driver's licence.