



POSITION DESCRIPTION

1. Diversity & Inclusion Statement

Project Youth is committed to building a workforce that reflects the diversity of the communities we serve. We strongly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, people with disability, neurodiverse people, LGBTQIA+ people, and people of all ages and genders. We value lived experience and welcome applicants who bring unique perspectives shaped by their own journey.

2. Identifying Data:

Position Title:	Board Director
Status:	Volunteer
Primary Location:	Sutherland Shire
Reports to:	Chair of Board

3. Principle Function:

In line with Project Youth's strategic plan, the Board Director is responsible for delivering outcomes that contribute to our purpose: *to prevent youth homelessness, ensure it is brief, and that it does not reoccur.*

The role will:

- Work within Project Youth's **Trauma-Informed Practice Framework**, ensuring safety, trust, choice, empowerment, collaboration, culture, and peer support guide all decisions and interactions.
- Model and embed Project Youth's values of **Courage, Belonging, Creativity, Exceptional, and Compassion** in day-to-day work.
- Contribute to an organisational culture that is inclusive, reflective, and centred on young people's voices and lived experience.

Board Directors are responsible for providing governance, oversight, and strategic leadership. This includes contributing to the development of Project Youth's strategy, monitoring performance and risk, ensuring legal and financial compliance, advocating for systemic change, and upholding strong governance standards. Directors act in the best interests of the organisation, with a commitment to amplifying the voices of young people and embedding lived experience in decision-making.

4. Skills, Qualities & experience

All Project Youth staff (paid and unpaid) are required to demonstrate the following:

1. **Right to work in Australia** – Eligible to work under Australian law, with relevant checks and clearances (e.g., Working with Children Check, National Police Check).
2. **Commitment to Trauma-Informed Practice** – Ability to work in ways that prioritise safety, trust, choice, empowerment, collaboration, cultural responsiveness, and peer support.
3. **Alignment with Project Youth Values** – Demonstrated commitment to acting with Courage, Belonging, Creativity, Exceptional, and Compassion.
4. **Cultural Awareness and Respect** – Ability to work inclusively with people from Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse backgrounds, LGBTQIA+ communities, and people with disability.
5. **Collaboration and Teamwork** – Willingness to contribute to a supportive and reflective organisational culture, sharing knowledge and working respectfully with colleagues, partners, and young people.
6. **Professionalism and Accountability** – Commitment to ethical practice, confidentiality, and compliance with all organisational policies and procedures.
7. **Commitment to equity, diversity, inclusion, and accountability** – Demonstrated ability to work respectfully and inclusively with people from all backgrounds, upholding the principles of fair access, cultural safety, and social justice.

For this volunteer role specifically, you are expected to have the following:

1. This role requires Board Directors to be **18 years of age or over**.
2. **Governance and Compliance** – Understanding of governance principles, risk management, legal and financial oversight, and the fiduciary responsibilities of a Director.
3. **Strategic Thinking and Leadership** – Ability to contribute to strategic planning, policy development, and decision-making that advances Project Youth's vision and purpose.
4. **Financial Literacy** – Capacity to read, interpret, and ask informed questions about budgets, financial reports, and sustainability strategies.
5. **Advocacy and Influence** – Skills in representing Project Youth externally, building networks, and advocating for systemic change to end youth homelessness.
6. **Community and Stakeholder Engagement** – Experience in engaging respectfully with young people, community partners, funders, and government stakeholders.

5. Key Responsibilities

5.1 As a Board Director of Project Youth, you will:

Governance & Oversight:

- Fulfil fiduciary duties in line with the Corporations Act, ACNC Governance Standards, and Project Youth's Constitution.
- Ensure the organisation meets all legal, financial, and regulatory obligations.
- Contribute to risk management processes, ensuring risks are identified, monitored, and mitigated.

- Review and approve budgets, financial reports, and performance measures, ensuring resources are used effectively.

Strategic Leadership:

- Contribute to the development, monitoring, and review of Project Youth's Strategic Plan.
- Provide oversight of policies that guide the organisation's operations and Governance.
- Support innovation and sustainability, including investment strategy, social enterprise, and fundraising initiatives.
- Monitor organisational performance against outcomes, impact measures, and strategic priorities.

Values & Culture:

- Model Project Youth's values of Courage, Belonging, Creativity, Exceptional, and Compassion.
- Apply trauma-informed, culturally responsive, and shame-sensitive approaches in all governance work.
- Support the embedding of lived experience leadership in governance, ensuring young people's voices inform decision-making.
- Contribute to a positive, inclusive, and reflective Board culture that fosters collaboration and learning.

Advocacy & Representation:

- Act as an ambassador for Project Youth, promoting its purpose and impact to stakeholders, partners, and the community.
- Advocate for systemic change to prevent and end youth homelessness, amplifying the voices of young people.
- Leverage networks, expertise, and influence to strengthen partnerships and funding opportunities.
- Attend and actively contribute to Board meetings, discussion meetings, subcommittees, and key organisational events.

6. Additional Conditions:

- **Child-Related Position:** This role is conditional upon satisfactory completion of a Working with Children Check and National Police Check in line with legislation.
- **Confidentiality:** All employees (paid & unpaid) must adhere to the Project Youth Code of Conduct, Confidentiality Policy, and Child Protection Policy always.