

**Position:** Education Policy and Research Officer

**NPYWC Program:** Youth Service

**Employment Details:** Part-time (0.75 FTE, 28.5 hours), Fixed term until December 31<sup>st</sup>, 2023

**Location:** Alice Springs with travel to the NPY region

**Base Salary:** \$79,238.97 - \$89,651.62 p.a. (FTE) (negotiable based on experience) plus benefits

## What we do:

We are an Anangu-led organisation, governed by women's law, authority and culture. We deliver health, social and cultural services for all Anangu.

## Our Values:

We believe in the strength of Anangu people, culture, and the collective agency of women. We are dedicated to delivering more and better choices for our communities. We are committed to Malparara way – a cross cultural practice framework specific to NPYWC that respects the contribution Anangu and non-Indigenous people, working alongside each other, bring to the organisation

We are a trauma-informed organisation and this guides our work.

## Your Team:

The NPY Women's Council Youth Program works with children and young people aged 10-25 and their families. Our service model consists of the following: case management, leadership and education, youth diversion and recreation as well as advocacy and collaboration.

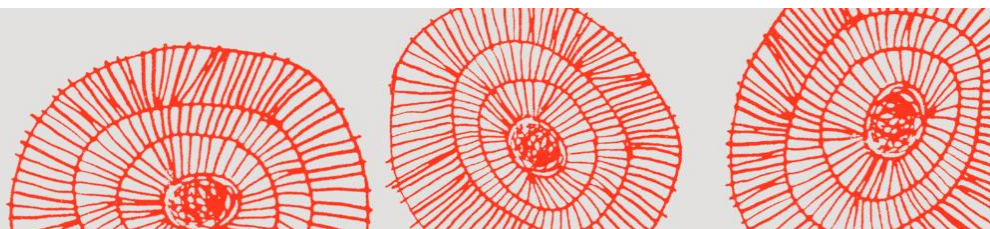
The main activities of the NPYWC Youth Program are to:

- Work with young people and their communities to provide enjoyable, educational recreation activities.
- Provide case management support to young people and their families using a family orientated client centred framework.
- Advocate for better resourcing and support where there are gaps in services and programs for young people, advocate for social change.
- Develop specialised projects to meet the needs of young people across the NPY region.
- Develop local staff to deliver the programs.

## Your Role:

The Education Project started in January 2020. The primary focus is on supporting NPY Women's Councils understanding of barriers and enablers to secondary education for young Anangu women aged 12-18 and to support systems change in line with Anangu ideals.

The Project officer will work towards empowering young women from the NPY region to have a voice through holding individual and group consultations, participating in national and regional platforms as well as policy reform.



## Your Responsibilities:

- Work alongside the Youth Leadership team, NPY Women's Council members and Directors, other staff and the NPY Empowered Communities team to progress identified priorities in education and employment for young people.
- Support finalisation of the education and employment strategy, in partnership with key stakeholders internal and external.
- Complete annual consultations with young women as per service agreement.
- Review 2021 survey methodology and results, make recommendations on how to improve this with a focus on engagement with young women. Then implement the agreed recommendations.
- Complete research into effective models that tackle bullying, in particular for young women in conjunction with a range of other identified issues that affect the participation of young women in education.
- Attend remote community youth programs and other key project activities to engage with young women and promote their involvement in this project.
- Support young women and relevant community members to travel interstate or regionally to attend education and policy forums.
- Conduct research and assess data to help inform and support NPYWC Directors, Members and Youth Service education advocacy.
- Advocate for the educational needs of young women.
- Attend conferences and other forums – locally and nationally to promote advocacy priorities and establish partnerships.
- Prepare reports for funding bodies, Directors, Members and other relevant stakeholders as needed.
- Develop an annual project plan that will be reviewed regularly with your supervisor.
- Work with the Youth Service Manager to improve communications and working relationships with key stakeholders.

## Skills and Experience:

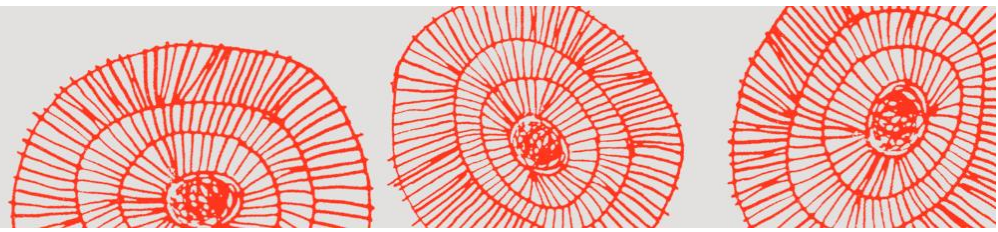
- Strong written and verbal communication skills.
- Ability to work co-operatively as part of a team.
- Ability to work with minimal supervision including being able to plan and use time effectively.

## Qualifications:

Relevant tertiary qualifications in areas such as Education, Advocacy, Youth Work, Social Work etc. and/or experience with project management and advocacy.

## Remuneration:

- Base Salary: \$79,238.97 - \$89,651.62 (FTE)



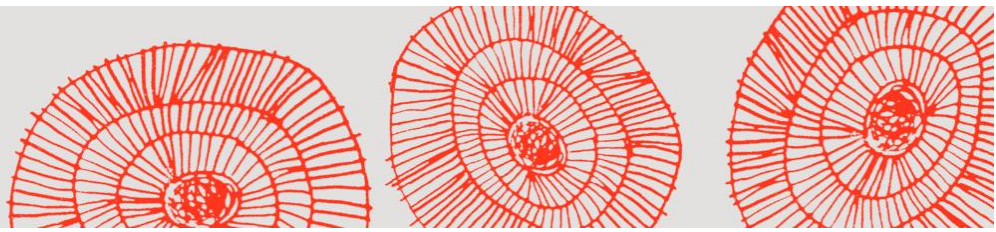
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| <ul style="list-style-type: none"> <li>▪ Good computer skills for the purpose of documenting, reporting, etc.</li> <li>▪ Demonstrated ability to develop good working relationships across a range of sectors and in a variety of settings.</li> <li>▪ Experience and skills re: project management</li> <li>▪ Relevant work experience in particular, advocacy education and/or leadership.</li> <li>▪ Experience with delivering remote community youth programs (desirable)</li> <li>▪ Experience with development of resources (desirable)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Plus 10.5% Superannuation</li> <li>▪ Generous Leave Entitlements</li> <li>▪ Salary Packaging Benefits</li> <li>▪ Retention Bonus</li> </ul> |
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## Employment Conditions:

- Work in a manner consistent with NPYWC Values, Code of Conduct, Rules and advocacy positions.
- Follow and work within NPYWC policies and procedures.
- Be responsible and accountable for your own and others health, safety and wellbeing.
- If applicable, the employee will provide the highest standards of service to clients at all levels by modelling service excellence that meets the needs of clients and enhances the profile of NPYWC.
- Some positions will require working in remote communities for extended periods and out of hours' work requiring overnight absences.
- Remote positions include accommodation. Usually this is stand-alone accommodation, however from time to time, based on accommodation and service delivery demands, this situation may change and staff may be required to co-share a NPYWC leased or owned property.
- Every employee is required to have (or willing to obtain) a current and valid criminal history check, and if applicable, a Working with Children Check.
- We require most remote based and travelling staff to have a current Australian driver's licence.
- A current First Aid certificate or a willingness to undertake training.
- Experience in operating a manual 4WD vehicle or a willingness to undertake training.
- A good level of health and fitness that matches the requirements of the role. If so required by NPYWC you may be required to undergo a pre-employment medical assessment.



**Ngaanyatjarra  
Pitjantjatjara  
Yankunytjatjara  
Women's Council**



**We are committed to building a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.**

**All information will be held in the strictest of confidence.**

To find out more about this position, please contact Christine Williamson, Youth Program on 08 8958 2370 or visit <https://www.npywc.org.au/jobs/> for more information about the role and what it's like to work for us.

**ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION**

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Employee Name (Please Print)

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Employee Signature

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Date