

Position: Manager

NPYWC Program: Youth

Employment Details: Full time, permanent

Location: Alice Springs with extensive travel to the NPY region

Base Salary: \$130,493.94 – 141,765.21p.a. (negotiable based on experience) with additional 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:

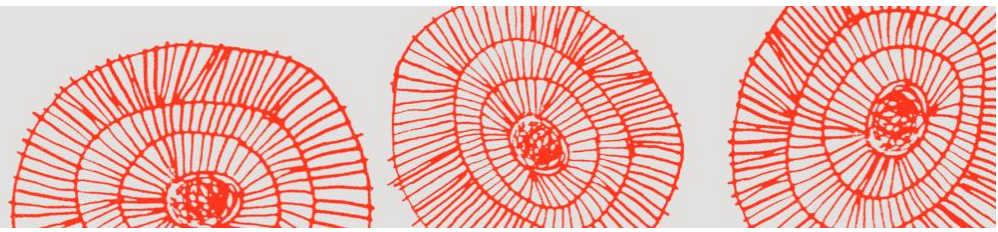
- Work with young people and their communities to provide enjoyable, educational recreation activities.
- Provide case management support to young people and their families using a family orientated client centred framework.
- Advocate for better resourcing and support where there are gaps in services

Your Role:

The Manager of the Youth Service is responsible for the overall operation of the program. Leadership of the team ensures staff are able to effectively perform their work with Anangu communities, NPYWC staff and relevant external government and non-government services in the implementation, development and delivery of services which best meet the needs of vulnerable youth living in the NPY region.

The primary outcomes of the role are:

- Ensure responsive, high quality, participatory and inclusive youth programs that meet the needs of young people and their families in the NPY region.
- Nurture a high performing, professional, productive and harmonious team.



<p>and programs for young people, advocate for social change.</p> <ul style="list-style-type: none"> ▪ Develop specialised projects to meet the needs of young people across the NPY region. 	<ul style="list-style-type: none"> ▪ Develop and maintain positive and collaborative relationships with internal and external stakeholders. ▪ Ensure funding body obligations are met.
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Your Responsibilities:

- Lead and manage the Youth Services program including the overall development, coordination, implementation and evaluation of activities, with direction from the NPYWC Directors and members.
- Participate in senior management meetings and relevant activities.
- Provide regular mentoring, supervision and support to staff.
- Strategic advocacy on current and emerging issues impacting young people in the NPY region, as well as best practice and alternatives to addressing these.
- Ensure coordinated, collaborative responses to the strengths and needs of young people, their families and communities.
- Ensure appropriate risk assessment and management of service delivery as well as all relevant WH&S activities.
- Represent the Youth Service at a range of conferences and forums.
- Organise the annual Youth Service operational plan and annual budget.
- Ensure the preparation of reports, submissions and data collection in a timely manner as required by funding bodies.
- Develop and monitor budgets and finances regularly in collaboration with the Finance Manager.
- Prepare and present reports on behalf of the Youth Service for various forums and matters including funding bodies, Directors meetings, Annual General Meeting, orientations, and official government visits.

Skills and Experience:

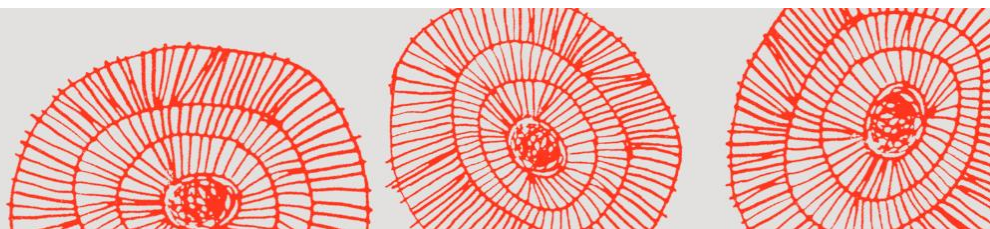
Knowledge

- Knowledge and understanding of the issues that affect youth broadly in Central Australia, and in particular, remote Indigenous youth, their families and communities.

Experience

Qualifications:

- A relevant tertiary qualification in social sciences, social policy, health or other relevant field.



- Extensive experience in managing for high performance teams in the delivery of human services, preferably in Indigenous youth programs.
- A record of success in managing and leading teams.
- Experience in working with and taking direction from an indigenous board of Directors, and/or experience working alongside senior indigenous people.
- Demonstrated experience in administration, funding submissions, financial and program management and preparing performance reports to meet requirements of funding agreements.

Skills

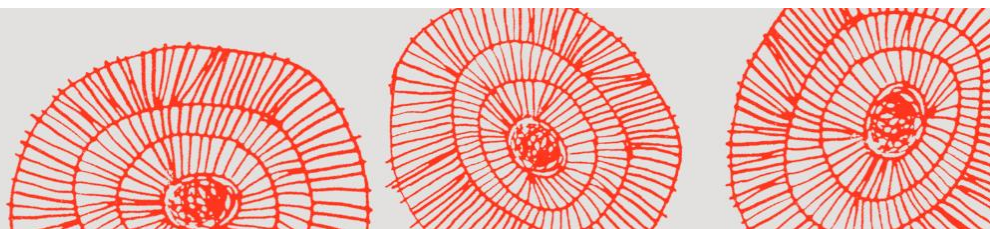
- Excellent intrapersonal and interpersonal skills including an ability to constructively resolve conflict, negotiate change, and work collaboratively as a member of a leadership team.
- The ability to successfully advocate for and represent the Service in a broad range of forums.
- Ability to plan and use time effectively and balance competing demands.
- A demonstrated high level of written and verbal communication skills across diverse groups with the ability to work in a cross-cultural environment.

Remuneration:

- \$130,493.94 – 141,765.21 p.a.
- Plus 11.5% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits
- Retention Bonus

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 some remote based and travelling staff to have a current Australian driver's licence.
- We require some remote based and travelling staff to be able to operate a manual 4WD vehicle or have a willingness to undertake training.
- All employees are required to have a First Aid certificate or have a willingness to undertake First Aid training.
- A good level of health and fitness that matches the requirements of the role is required. If necessary NPYWC may require an employee to undergo a pre-employment medical assessment.

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 the People and Workplace Services team on 08 8958 2329 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