

Position: Project Officer

Program: Child and Family Wellbeing Service – Child Nutrition.

Classification: Full Time (38 hours per week, part time negotiable), Fixed Term for 6 months (with possibility of extension, subject to funding).

Location: Alice Springs with travel to the NPY region communities.

Base Salary: \$83,795.21 – \$94,806.59 p.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.

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

Your Team:

The Child and Family Wellbeing Service is made up of three programs; Child Nutrition, Child and Family Intensive Support Service (Walytjapiti) and Child Advocacy.

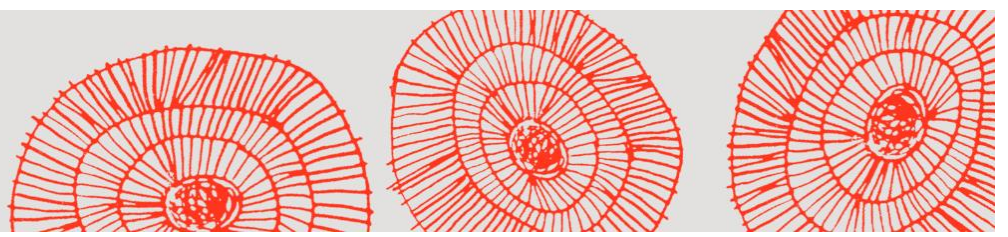
The primary focus of the Child and Family Wellbeing Service (CFWS) is to deliver targeted, efficient and effective community services within the NPY region, seeking the best possible outcomes with regard to improving the quality of life for Anangu children and communities.

Your Role:

The role of the Project Officer is to develop, lead and deliver projects that align with CFWS core business and apply a nutrition lens. This role is aimed at strengthening families' familiarity and use of nutritious foods through workshops, engagement, research, consultation and resource development, while working from a community development framework to ensure all project activities are appropriately aligned and relevant to Anangu people.

Your Responsibilities:

- Utilise a community development framework that involves Anangu in all stages of the planning, design, delivery and evaluation of activities; identify and undertake direct consultation with key community members to determine the timing, content, method of delivery, location, participants, workshop resources and other key decisions



- Develop relevant resources for the Child Nutrition Program, including resources that support engagement with families, parents and children and healthy food.
- Demonstrate a high level of cultural respect and appropriate behaviour, working closely with Anangu co-workers and Senior Anangu Leaders to successfully implement planning, delivery and evaluation
- Co-facilitate workshops, Bush Picnics and Camps as according to the needs and interests of the community
- Work within CFWS Practice Frameworks
- Ensure appropriate planning, evaluation, and reporting documentation is completed including using a Project Plan template and relevant tools.
- Apply Participatory Action Research methodology to monitor and evaluate the success of projects
- Travel to remote communities on the NPY Lands as required
- Engage in consultation and capacity building activities with community members to develop community driven responses to issues of child nutrition
- Support and identify opportunities for Anangu employment development in line with NPYWC Anangu Employment Strategy goals and objectives
- Provide small group and community education/training, workshops, advocacy and practical support to families and the broader community in response to identified areas of need
- Administer and maintain accurate records, data collections and reports as required
- Ensure records are kept up to date. This includes workshop statistics; filing of meeting minutes; reporting and documentation
- Be responsible for the maintenance and accountability of vehicle and project equipment
- Attend and provide reports to NPYWC Directors, General Meetings and other meetings as required
- Other reasonable and lawful duties as directed.

Skills and Experience:

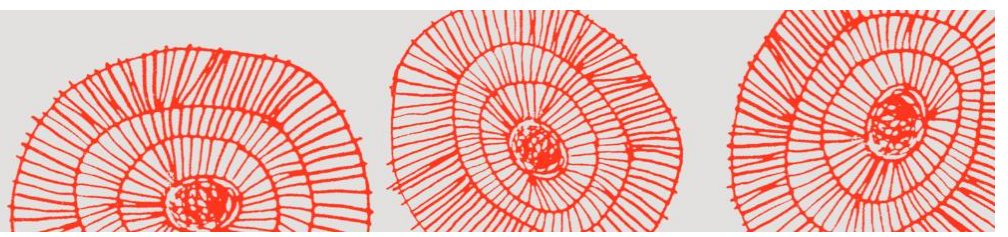
- Experience in, and a commitment to, health promotion, nutrition and community development.
- Skills and experience in project design and development
- Familiarity with working in a remote community or setting with English as a second or third language and where flexibility and extensive travel is required.
- An understanding of the social and nutritional issues that affect the health

Qualifications:

- Tertiary qualifications in Health Promotion, Nutrition, Community Development
- Relevant experience accepted

Remuneration:

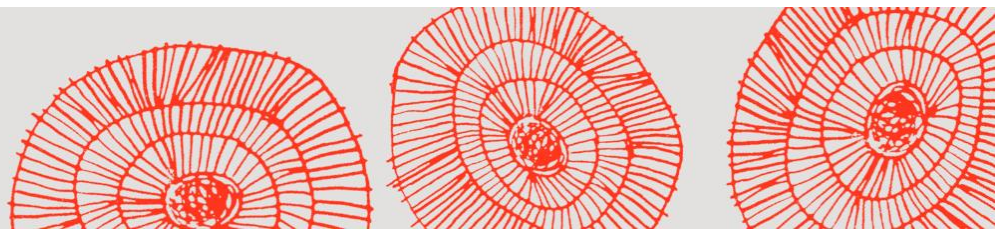
- Base Salary: \$83,795.21 – \$94,806.59 p.a.
- 11% Superannuation
- Generous Leave Entitlements
- Salary Packaging Benefits



<p>and wellbeing of Aboriginal people in remote communities.</p> <ul style="list-style-type: none"> • Ability to work in a cross-cultural environment, including working in partnership with Anangu staff and taking direction from management. • Understanding of vicarious trauma, including self-care • Good written and verbal communication skills across diverse groups. • Ability to work with minimal supervision including being able to plan and use time effectively. • Desired: familiar with app design and development or other media and online platforms 	<ul style="list-style-type: none"> • Retention Bonus
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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 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.
- All employees are required to meet the relevant State and Territory mandatory vaccination requirements.



- 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 Suzanne Bryce – Nutrition Team Leader, on 08 8958 2367 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