

Position: Project Officer
Program: Emerging Leaders
Employment Details: Full Time (38 hours per week). Fixed Term to 30 th November 2023 (possible extension dependent on continued funding)
Location: Alice Springs with some travel to member communities in NT, SA & WA
Base Salary: \$86,479 – \$92,856 per year (based on experience) with additional benefits
Additional Information: The Racial Discrimination Act 1975 (Cth) Schedule Part I, paragraph 4, Special Measures, allows for preferential recruitment of ATSI applicants. NPY Women’s Council does seek to apply such Special Measures for this position within the extent of the law.

<h2>Our Purpose:</h2> <p>To support Anangu to lead healthy and meaningful lives in safe and positive communities where people have improved life choices, while maintaining culture and language.</p>	<h2>Our Values:</h2> <p>We are an Anangu-led alliance. We are guided by our core values of Tjukurpa (law), Walytja (family), Manta (land) and Wangka (language).</p> <p>Our work is based on Anangu-led decision making and community empowerment, and our approach is strengths-based and place-based. We work together with Anangu in the lead for the best outcome for families and communities – wiru (proper) way.</p>
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<h2>Your Team:</h2> <p>Empowered Communities (EC) is an alliance of Aboriginal partner organisations whose members represent Anangu families and communities from across the region. In the NPY region, EC is auspiced by NPY Women’s Council as the regional backbone organisation responsible for the design and implementation of EC initiatives in the region.</p> <p>The EC Team focuses on supporting the Empowered Communities Regional Steering Committee (RSC) and Anangu and Yarnangu through:</p> <ul style="list-style-type: none"> - strategic planning, communications, community engagement, negotiation, and data management - facilitating the delivery of EC initiatives that align with the NPY EC Regional Development Roadmap - facilitating monitoring, evaluation, learning and adaptation (MELA) of EC priorities in the NPY region - working closely and collaboratively with a broad range of stakeholders, and, - facilitating partnerships with the aim of achieving collective impact to achieve the collective success of this regional effort. 	<h2>Your role:</h2> <p>Empowered Communities is seeking a passionate, committed and motivated Project Officer.</p> <p>The Project Officer will work closely with the Engagement Officer and the Executive Manager to develop and deliver the Emerging Leaders program – a leadership program for Anangu leaders aged 25 to 40 years.</p> <p>The program aims to build pathways for young leaders into leadership and governance roles within local communities, councils and organisations across the tri-state NPY region (including communities in SA, NT and WA).</p> <p>In this role, you will oversee further adaption of the program’s design, delivery and resource development based on ongoing program evaluation. This will involve building and maintaining relationships with the program’s working group including senior Anangu, alumni of the program, service providers, NIAA and other stakeholders in co-designing the next phase of the programs curriculum and delivery model.</p> <p>The Project Officer is responsible for overall project budgeting, delivery and reporting, and along with the Engagement Officer, for the logistical and practical aspects of program’s recruitment and delivery including monitoring, evaluation and adaption.</p>
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Your Responsibilities:

- Delivery of the Emerging Leaders program, working closely with EC team members, Anangu participants and alumni, senior community leaders and the program working group
- Design of program content including coordinating involvement of facilitators, presenters, experts, trainers and other contributors
- Identification and recruitment of participants and ongoing wrap-around support, including regular, face-to-face engagement; ideally becoming a trusted adviser and mentor for participants on their individual leadership journeys
- Facilitate strong communication and peer support mechanisms amongst participants outside of the program structure, including building a cohesive and sustainable alumni support system
- Coordination of participant involvement and all program activities, including event and meeting planning, accommodation, transport, venue hire, catering and related functions
- Ensure that there is whole-of-community support for the program through involvement and participation of families, community leaders and partner organisations; provide regular updates to community and service providers in order to build regional support.
- Organising and providing secretariat support to the Emerging Leaders Working Group of relevant stakeholders
- Implementing the program's theory of change and EC's monitoring, evaluation, learning and adaption (MELA) model to ensure that the program is shaped by participants and senior Anangu leaders, and that MELA is incorporated into the ongoing design, refinement and delivery of the program
- Timely and effective budget management and project reporting, including for funders and other stakeholders
- Contribute to the broader work of EC through an understanding of ECs regional reform agenda and commitment to Anangu empowerment.

Your Reporting Line:

- Executive Manager - Empowered Communities (NPY Region)

Skills and Experience:

- Experience in community development with Anangu (and/or Aboriginal people in a remote setting).
- Experience working in a cross-cultural environment, including working in partnership with Anangu leaders and taking direction from Anangu.
- Demonstrated ability to develop partnerships and good working relationships in a variety of settings; ability to facilitate multi stakeholder collaboration.
- Good written and verbal communication skills across diverse groups, from Anangu communities, staff and management to government and other non-government agencies.

Qualifications:

A relevant tertiary qualification in Community Development or related human services is desirable.

Remuneration:

- Base Salary: \$86,479 – \$92,856 per year (or pro rata)
- 10.5% Superannuation
- Generous leave entitlements
- Salary packaging benefits
- Retention bonus

Additional Benefits and Entitlements

