

Position: Project Officer – Anangu Employment and Development

Program: Youth Services

Employment Details: Full time, fixed term (12 months)

Location: Alice Springs based, with extensive travel to NPY region communities

Salary: \$75,754.28 - \$85,709.01 (Superannuation and Salary Sacrifice in addition to this base salary)

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 (NPYWC) 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:

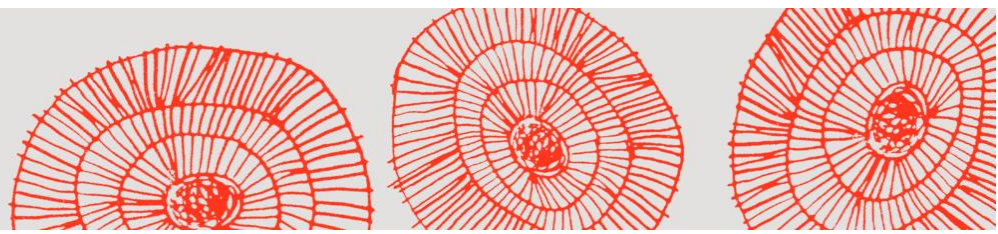
This is an essential role the Youth Program has developed to prioritise our commitment to Anangu employment. This involves supporting young people to transition successfully into employment by running projects such as the Youth Traineeship Program.

Working Malparara way is essential to the way we work at NPYWC. This role is critical in supporting this cultural way of working.

A primary focus of this position is to support Aboriginal and non-Aboriginal staff to understand and learn how to work together.

Reporting to the Youth Services Assistant Manager, this role will develop resources, materials and programs that support Anangu to be successful in their roles and have clear opportunities for career progression within NPYWC.

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. Client service



includes cooperatively assisting with Annual General Meetings.

Your Responsibilities:

Supporting NPYWC Youth Service Anangu Employment;

- Lead the implementation and completion of ASW workbook with support from Team Leaders and Youth Development Officers.
- Plan, Coordinate and Facilitate ASW Training weeks.
- Support the Youth Leadership Team with recruitment of Anangu staff (including, advertising, interviews, reference checks, liaison with CDP and / or other relevant services, on-boarding, induction and other relevant recruitment activities).
- Support Anangu staff with individual learning and development needs, including intensive support.
- Support and work with staff and supervisors to identify opportunities, challenges, and strategies to enable Anangu staff to develop skills and lead activities.
- Ensure Anangu workforce continually increase capacity and confidence in their roles.
- Support the Iwara program where required.

Other;

- Participate in relevant working groups to advocate and progress the strategic vision of NPYWC, with particular focus on employment for young people.
- Work with leadership team and ASW's to in the development of Anangu staff reference group.

Skills and Experience:

- Experience working in remote communities as a youth worker or similar position.
- Excellent ability to create and maintain internal and external relationships and partnerships.
- Experience mentoring or supervising Anangu staff.
- Experience in project / program management.
- Excellent customer service skills.
- Organisation and planning skills to manage competing demands.
- A high level of attention to detail.

Qualifications:

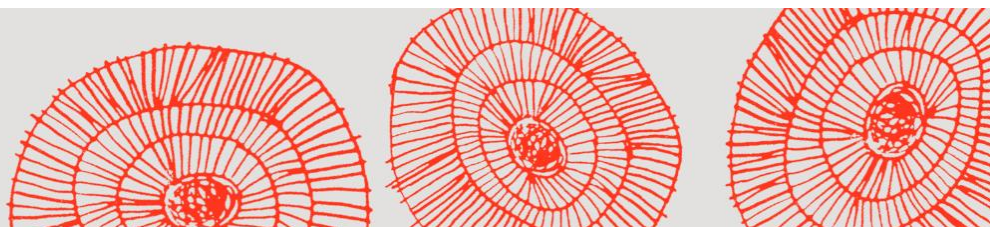
Relevant tertiary qualifications in Youth Work, Human Resources or Business Administration.

Remuneration:

- Base Salary: \$75,754.28 - \$85,709.01 per year
- 10% Superannuation
- 5 weeks' annual leave per annum with 17.5% leave loading.
- 3 weeks' personal leave per annum.
- 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.
- 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 Christine Williamson 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)	Employee Signature	Date
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