

Position: Project Officer – Iwara Program

Program: Youth Services

Classification: Fixed Term (12 months), full time (38 hours)

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

Base Salary: \$91,284.41 - \$102,296.31 p.a. (based on experience) plus
Anangu are strongly encouraged to apply

Our Purpose:

To support all Anangu, especially women and children, to have a good life, guided by culture and sound governance, through the collective agency of women.

Our Values:

We are an Anangu-led organisation. We believe in the strength of our people, our culture, and the collective agency of women. We are continually guided by our values, to deliver on our purpose and ensure we deliver for and to our community, more and better choices; a good life for all Anangu.

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.

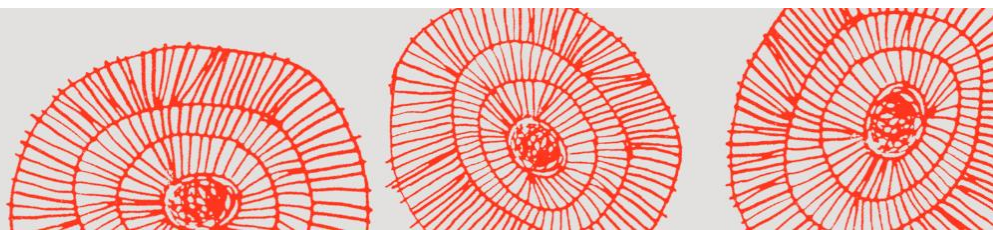
Your role:

This role will support young people of the NPY region to engage in employment and education. This will be done by working Malparara way with Anangu staff and other NPYWC teams, including the KP program, boarding school program and the Assistant Manager.

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 supporting young people to attend the Iwara Program.

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.



Your responsibilities:

- Support the planning, roll out and delivery of the Iwara Program.
- Provide 1:1 support for young men and women to address barriers and are holding young people back from education, employment and local community leadership opportunities.
- Delivery of groups sessions to support work readiness.
- Coordinate 4 different cohorts throughout a 12-month period, assist during work experience phase and post program support.
- Guide participants through career planning, resume development, and job readiness activities.
- Assist with logistics for travel, training and other HR related paperwork relating to recruitment and employment.
- Build and maintain relationships with referring services, schools, CDP providers, and local stakeholders.
- Work alongside Anangu mentors and support workers to ensure culturally grounded delivery
- Support participants to obtain First Aid certificates, WWCC, Driver's Licence and updated resumes.
- Data collection and participant progress tracking for evaluation and reporting purposes.
- Contribute to the ongoing co-design and refinement of Iwara curriculum and resources.
- Other duties as reasonably required.

Skills and Experience:

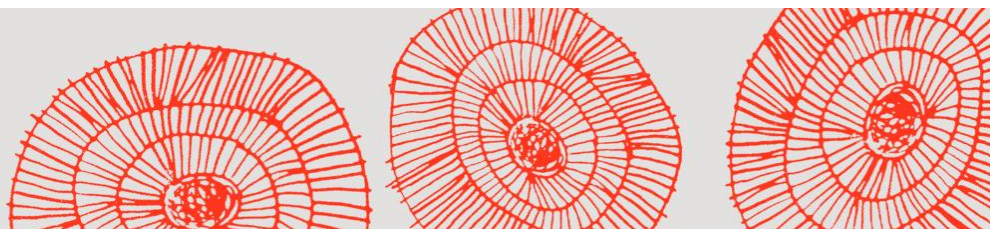
- Willingness to travel regularly to remote communities to learn youth work skills, support young people and Anangu employees.
- Learn how to create and maintain internal and external relationships and partnerships.
- Engage in mentoring young people.
- Excellent customer service skills.
- Excellent organisation, administration and planning skills to manage competing demands.
- Attention to detail.
- Good communication skills.

Qualifications:

Willingness to engage in leadership courses and youth work or other relevant training and development.

Remuneration:

- Base Salary: \$91,284.41 - \$102,296.31 p.a. (based on experience) plus
- 12 % Superannuation
- 5 weeks' annual leave per annum with 17.5% leave loading
- 3 weeks' personal leave per annum
- Salary Packaging Benefits
- Retention Bonus (if working beyond 12 months)



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.
- Out of Hours work requiring overnight absences will be required.
- 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 all staff to have a current Australian manual 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.

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 Youth Services Manager Johannes Scheiber on 0419 931 590 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