

Position: Assistant Manager

NPYWC Program: Tjanpi Desert Weavers

Employment Details: Full time, Fixed term for 3 years

Location: Alice Springs based

Base Salary: \$99,487.37 – \$108,080.49 (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:

Tjanpi Desert Weavers (Tjanpi) was initiated by NPY Women's Council in 1995 in response to an expressed need by Anangu women for meaningful and culturally appropriate employment.

Since 1995, Tjanpi (meaning 'dry grass') has evolved into a vital and dynamic Indigenous social enterprise of NPY Women's Council and enables women on the lands to earn a regular income from selling their fibre art. More than 400 Aboriginal women artists across 350,000 square kilometres of the Central and Western Desert region of Australia come together on country to create beautiful, intricate and whimsical fibre art.

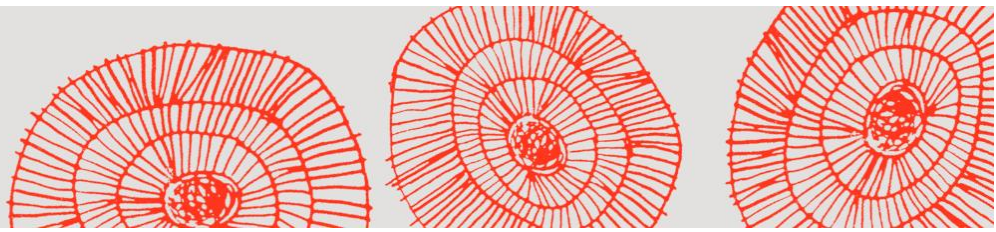
The Tjanpi team is made up of 8 staff who support this social enterprise within Alice Springs and in the communities.

Your Role:

The Assistant Manager works closely with the Manager in the overall development, co-ordination and implementation of the Tjanpi program as detailed in the Strategic Business Plan. This role will be a combination of providing strategic input, people management/leadership and managing the day-to-day delivery of the program.

This role will oversee the supervision and support of the Sales and Marketing team and a growing Anangu workforce who help deliver services to fibre artists across the tri-state region.

Particular focus is given to enhancing service delivery across the tri-state border region by maintaining key strategic partnerships as well as improving data collection systems to measure the impact of our activities for key stakeholders across our region.

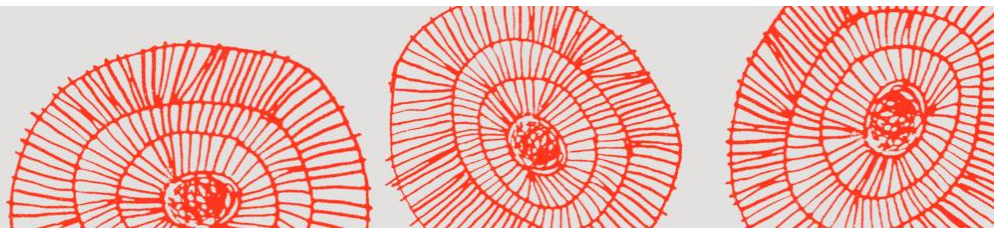


The Tjanpi team conducts an annual program of artistic and professional skills development workshops held in remote communities to provide support to senior artists, to develop mid-range and emerging artists and to encourage new fibre artists. Tjanpi also actively supports the practice and transmission of inma (cultural song and dance) at these events.

In addition, Tjanpi Desert Weavers holds a number of exhibitions throughout the year in public institutions and with commercial galleries both nationally and internationally and retails its work to wholesale outlets across Australia.

Your Responsibilities:

- Work within the established strategic business, marketing and communication plans and execute these plans to achieve revenue and business outcomes, which will ensure the overall sustainability of Tjanpi as an enterprise.
- Work collaboratively with relevant organisations to enhance the service delivery of our program across our communities.
- Work with an external consultant to develop, test and deploy a new recruitment, supervision and retention strategy to increase Tjanpi's Indigenous workforce.
- Provide support and supervision to a growing Indigenous workforce and the sales and marketing team.
- Improve systems and process within Tjanpi that support service delivery and effectiveness of resources.
- Use initiative in the development of innovative practices that support service delivery.
- In consultation with the Manager, apply for funding opportunities that meet the needs of fibre artists in the NPY region.
- Support the engagement of funding bodies and philanthropic on the ground in promoting the service.
- Advocate and implement changes to the SAM database and the creation of other reporting systems to increase our ability to measure impact.
- Contribute to the development and maintenance of Tjanpi policies and procedures.
- Reconcile art centre cheques and payments and timely pick up of work.
- Facilitate report delivery to Directors and members through Directors meetings and annual general meetings as required.



- Represent NPY Women's Council effectively at stakeholder meetings or other service platforms as required.
- Participate as a Senior Team Member in general matters relating to NPY Women's Council business.
- Be responsible for ensuring that the working environment complies with best practice regarding WHS.
- Other reasonable and lawful duties as directed.

Skills and Experience:

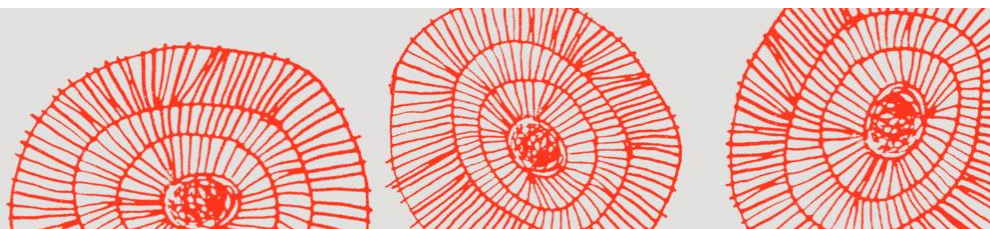
- Experience in procuring funding, and managing grants and funding relationships.
- Demonstrated understanding of and commitment to the ideals and principles of a social enterprise.
- Ability and desire to work in a cross-cultural and sometimes challenging environment in partnership with Anangu workers and artists.
- Experience in project management and the development and delivery of cross-cultural initiatives.
- Knowledge of the Aboriginal and contemporary art markets.
- Demonstrated high level of time management and organisational skills.
- Demonstrated ability to manage staff in a fair and efficient manner.
- Ability to be flexible and to work cooperatively in a team and take direction.
- Highly developed written and oral communication skills.
- Competent computer skills, including the Office suite and image management software.

Qualifications:

- Tertiary qualifications in arts/cultural/business management or community cultural development and/or extensive demonstrated relevant professional experience.
- 3 years demonstrated experience working in remote communities.

Remuneration:

- Base Salary: \$99,487.37 – \$108,080.49 (negotiable based on experience) per year
- Plus 10.5% 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 Michelle Young, Tjanpi Desert Weavers Manager on 08 8958 2336 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