



## Position Title

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<b>Position Title:</b>	<b>Workforce Development Coordinator</b>
Location:	Alice Springs (travel to other parts of the Northern Territory to be expected)
Reports to:	CA Operations manager
Tenure:	Fixed term 18 month contract
Classification:	SCHCADS Modern Award Level 5.1 (depending on qualifications and experience).

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## Background

Children's Ground is working to create a different future for children, families and communities in Arnhem Land and Central Australia. Children's Ground is inspired by families and communities and they are involved in how we design and deliver all activities.

Children's Ground has ten principles that guide us all in how we do all our work:

1. Start early with the little ones
2. Stay with them and grow with them until they are big
3. Work with everyone
4. Use and celebrate people's ability and strength
5. Connect everything – health, learning, family and life
6. Always think about old ways and new ways of doing things
7. Expect and deliver the best
8. Child, family and community led
9. Whole of community, in community
10. Culturally safe

Children's Ground is Australian designed with First Nations people. It is a whole of community, whole of life approach. Children's Ground works with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on the learning, development and wellbeing that respond to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

We are about creating a different future for children, families and communities experiencing the greatest levels of disadvantage and inequity in Australia. Our first priority is walking with and supporting First Nations communities.

## Position Summary

Removing the barriers to meaningful employment for First Nations women – supporting access to work and the financial literacy of First Nations women who have lived experience of family violence and abuse.

This role will look to address all the priority areas of the Women’s Leadership and Development Program. Taking place in Central Australia (Mparntwe - Alice Springs), its aim is to empower First Nations women in the workforce and strengthen financial literacy, supporting employment opportunities and addressing the challenges in maintaining employment for First Nations women .

Programme activities will include access to employment, on-the-job training, mentoring, financial literacy and supporting the social, emotional wellbeing of women at risk.

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## Key Relationships

Reports to:	CA Operations Manager
Key Internal liaison:	Director, Central Australia Region; Learning and Wellbeing team; Community Development and Wellbeing team; Director, Research and Evaluation; Director, People and Culture; Children’s Ground staff
Key External liaison:	Service organisations in Alice Springs

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## Key Responsibilities

1. Establish programs that support at risk First Nations women in gaining culturally safe employment
  - Activities to focus on women who live in extreme hardship in and around Alice Springs. Many experience profound intergenerational trauma, economic poverty, family violence and are long-term un/under employed.
  - Develop support structures that are relevant, innovative and responsive within the workplace (mentoring, one-on-one support and workshops that focus on trauma) that will encourage greater participation of at-risk women
  - Organise at least two formal financial literacy workshops per year. These will be complemented by individualised support in financial management and mentoring.
  - Manage the engagement of up to 50 First Nations women employees (current and future employees) at Children’s Ground.
  - Provide access to individualised support and mentoring
  - Coordinate and facilitate workshops to ensure success in their roles/jobs;
  - Work closely with the Workforce Counsellor to ensure appropriate support is provided.

## 2. Local community agency and respect for local cultural knowledge and life

- Meet regularly with local First Nations people and elders to discuss local aspirations; this will inform the directions and responsibilities of the role.
- Liaise with local First Nations people in relation to activities to ensure active promotion of local cultural knowledge and practice.
- Support communities with food security initiatives including food gardens, food storage and preparation solutions, advocacy and support.
- Encourage and support all First Nations families, valuing their ideas, strategies and aspirations.

## 3. Relationships

- Develop professional, trusting and respectful relationships with people in the region.
- Maintain strong working relationship with Children's Ground internal partners.
- Develop and maintain strong relationships with relevant external partners.
- Represent Children's Ground at meetings when requested.
- Attend key meetings with staff and communities

## 4. Monitoring & Evaluation

Contribute to monitoring and evaluation as required, which may incorporate:

- Maintaining records including data collection and data entry in the Children's Ground database
- Reporting on program deliverables
- Contribute to the writing of papers and articulation of frameworks for Children's Ground.

## 5. Contribute to Children's Ground

- Be a positive, innovative and active member of the Children's Ground team.
- Support a strong, connected, respectful and supportive organisation.
- Engage with local languages by learning basic words/phrases and using them in interactions with First Nations people.
- Participate in professional development programs offered by Children's Ground.

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### Work Health and Safety

This role will require working regularly in outdoor conditions, sitting, standing and moving around in outdoor settings, including getting in and out of motor vehicles and remote location work.

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### Key Selection Criteria

#### Essential

1. Qualifications, certificates, and/or experience in this or a similar field
2. Experience working within First Nations families
3. Strong people skills – teamwork, communication
4. Ability to work in a flexible team environment
5. Current Driver's Licence (if a job requirement – otherwise put under desirable)

6. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

**Desirable**

1. First Nations applicants preferred
2. Experience in resource development/facilitation/training
3. Experience in mentoring and coaching

**Personal attributes**

- Self-starter who thrives in an environment that is fast paced, innovative, complex and thinks systemically
- Proactive and can work autonomously, as well as part of a team
- Creative and embracing of a culturally diverse workforce
- Passionate about social justice and empowerment
- Highly collaborative
- Innovative and thinks creatively about problem resolution
- Focussed on achieving excellence