



## Position Title

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<b>Position Title:</b>	<b>Community Development Manager, Stronger Communities for Children (SCfC) Program</b>
Location:	Alice Springs
Tenure:	Fixed term contract to 30 December 2024 (with renewal subject to funding)
Classification:	SCHCADS Modern Award Level 6.1 – 7.1 - \$99,382 - \$107,496 (depending on qualifications and experience).

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## Background

The Children's Ground is a First Nations organisation. The Children's Ground Approach is designed and delivered through the leadership of First Nations people. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach. We privilege First Nations knowledge systems and practice. Over the course of a generation, led by local expertise, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds 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 our communities. We build on this over a generation to ensure a future for our children and grandchildren that gives them freedom, opportunity and rights to their culture and identity.

## Position Summary

This position will be responsible for coordinating and managing the CG SCfC operations for Engawala and Atitjere (including outstations). This person employed in the role will have excellent community development skills and the ability to work with all members of a community. Engagement, empowerment and fostering of leadership skills through governance capacity will be key outcomes of this position.

An important part of the role will be working with each community to develop and implement their SCfC Community Plan. The plan must be within the CG philosophy and capture the community's vision for giving First Nations children and young people the best possible start in life. The Community Plan must be informed by a solid understanding of the community's needs and issues and current research about what works to improve the health, development and wellbeing of Aboriginal children, young people and families. It will also outline the services required and the outcomes to be achieved through service delivery.

This is a full time position (38 hours per week) and will be based at Children's Ground Alice Springs hub (2 South Terrace, The Gap). The incumbent will be expected to travel, live and work with communities

on average 3-4 days/week for 3 weeks of every month. At times, hours of work may extend into the evening and/or across weekends and applicants should be flexible in their ability to work outside of normal office hours when required.

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### Key Relationships

Reports to:	Children's Ground Director, Central Australia
Key Internal liaison:	SCfC Governance Committee for each community, SCfC Project Support Officer, Regional Director – Central Australia, Finance Director, all Central Australia staff
Manages:	SCfC Community Officers and Community Co-ordinator
Key External liaison:	National Indigenous Australian Agency (NIAA), Ninti One

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### Key Responsibilities

#### 1. Planning and Delivery

- Develop, deliver, monitor and review Community Plans for Atitjere and Engawala in line with the CG philosophy and in collaboration with the Local Community Board and the broader community
- Develop Community Plans using the template provided by National Indigenous Australians Agency (NIAA) and submit any variations of the site's budget, strategies or activities to NIAA for approval
- Document the activities to be implemented over the funding period. The activities must reflect the aims of SCfC and community priorities and adopt a holistic approach to servicing community needs
- Implement the Community Plan and the aims of SCfC by subcontracting the delivery of activities from selected service providers (Community Partners) as advised by the Local Community Board and in accordance with the Community Plan
- Update the plan annually in March and submit to NIAA for approval. Activities must not commence until they have approval from NIAA. It should reflect, for example, where an activity (or strategy) is changed, a new activity (or strategy) is introduced, estimated costs have changed or milestones have changed
- Develop the local workforce by providing opportunities for skill development and participation in paid work through SCfC subcontracted services
- Ensure any SCfC workers have access to regular supervision, coaching, ongoing learning and skill development opportunities
- Work with the Director of Evaluation to develop and maintain relevant data and monitoring procedures
- Meet with local community members and elders to discuss local aspirations and to inform cultural safety, protection and opportunity
- Encourage and support all Aboriginal families, valuing their ideas, strategies and aspirations.

## **2. Manage CG SCfC Operations**

Coordinate and manage the CG SCfC operations for Engawala and Atitjere:

- Coordinate SCfC services in the community and subcontract a range of local services to address community needs and the aims of SCfC
- Support the establishment and successful functioning of the Local Community Board in each location, ensuring membership represents the different clan groups, men, women and young people in each community, and has the interest, experience and cultural authority to address the needs of children, young people and families
- Work with the local board to shape their vision for the children, young people and families in the community
- Promote high quality SCfC Community Plans that set out the vision, goals and priorities for the community over the life of the SCfC project
- Work with the local board to implement their vision and provide practical day-to-day governance support, advocacy and strategic advice to achieve its objectives. Support opportunities to participate in networking, knowledge sharing and learning exercises
- Conduct and document a minimum of six meetings per year throughout the life of the Project, ensuring provision is made for participants to engage in discussions in the language of their choice.

## **3. Financial Management**

- With support from the Director CA and the Finance Manager, develop and have complete oversight of the SCfC annual budget
- With the Director CA and the Finance Manager, provide to the local board access and visibility of the financial management arrangements for SCfC, including Facilitating Partner costs, individual activity budgets and the overall SCfC budget position.

## **4. Reporting**

- Report to and seek guidance and contribution from the CA Governance committee in relation to SCfC operations
- Work with the Quality Service Support Panel (Ninti One) to monitor and report on SCfC outcomes aligned with the programs 'Data Collection' guidelines
- Maintain accurate, up to date records
- Complete NIAA six-monthly reporting and quarterly internal reporting for Children's Ground.

## **5. Relationships and stakeholder management**

- Develop strong collaborative relationships with service partners, participating in local Service Delivery Forums, or facilitate these Forums if they do not already exist, to promote service collaboration and integration

- Liaise with a wide range of organisations and businesses and develop & maintain relationships
- Maintain strong joint working relationships across Children's Ground operations
- Represent Children's Ground in key meetings as requested.

## 6. Operational systems and standards

In collaboration with Directors:

- Ensure all programs are delivered with quality and integrity
- Ensure Policies and Procedures are in place, reviewed, implemented and updated as needed
- Ensure compliance with relevant regulations, laws and standards
- Ensure risk management policies and systems are up to date
- Operate within the requirements of Children's Ground philosophies, policies and procedures as well as regulatory requirements.

## 7. Contribute to Children's Ground

- Be a positive, innovative and active member of Children's Ground and participate and support broader activities of the Alice Springs office
- Contribute to strategic planning, organisational development, management work plans & policy
- Support a strong, connected, respectful and supportive organisation
- Actively work towards learning Arrernte, with a view to use in basic conversation with the community
- Participate in professional development programs offered by Children's Ground
- Undertake other tasks as requested to support the delivery of 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, professional membership required
2. Experience working within First Nations families and in community development
3. Demonstrated high level ability to plan and deliver community development programs
4. Strong people skills – teamwork, communication, engagement and supervision
5. Ability to work in a flexible team environment
6. Current Driver's Licence plus 4WD experience
7. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

**Desirable**

1. Degree or recognised qualification is an advantage
2. Experience working in a start up environment with implementation of processes & systems
3. Experience working in a cultural based learning and wellbeing environment
4. Experience working with First Nations communities in Central Australia

**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