



Position Description

Position Title: Maternal & Child Health Resource Development Project Manager

Location: Alice Springs. Some travel may be required to go on-country - this may include work on evenings and weekends, including cultural and learning camps (1 – 5 nights). Travel to sites in Top End to complete MCH resources may come up in some time.

Tenure: 0.8 FTE for 2 years (contract renewal subject to funding)

Classification: SCHCADS Modern Award Level 6.1

Background

Children's Ground (CG) is working to create a different future for children, families, and communities in Alice Springs. CG is inspired by families and communities, and they are involved in how we design and deliver all activities. Over two years, the Maternal & Child Health Resource Development Project Manager will work with existing CG First Nations (FN) staff and families to develop ten culturally safe and relevant health, wellbeing and child development resources aimed at mothers, fathers, children, and whole families - prenatally, postnatally, and from infancy to two years old.

Resources will include the best cultural and western maternal and child health (MCH) knowledge. Families will decide resource types, likely including books, videos, paintings and culturally based developmental (age and stage) packs for families. Resources will be in local first languages and English.

Resources will be developed with families during pregnancy, postnatal, and children 0-2 years. As they are developed, resources will be used with families in CG's existing early learning, health promotion, and support activities. Through CG's existing economic development, resource authors/illustrators/creators will be paid through employment and/or receive enterprise benefits.

Project outcomes from the resource development discussion will make a valuable contribution to our ongoing development of the Children's Ground Framework, particularly in our Family Health and Early Learning platform areas. Findings will inform ongoing community planning for model growth and development in each community.

Key Relationships

Reports to: Head of Health and Wellbeing – Central Australia (CA)

Key Internal liaison: CEO, CA Regional Director, CA Deputy Regional Director, CA Co-Directors, Governance, Compliance and Systems; Health and Wellbeing team; CA Learning and Wellbeing team; Research and Evaluation; Directors, People and Culture; Children's Ground staff

Key External liaison: Local community services and government organisations and funding providers

Key Responsibilities

1. Children's Ground Family Health Model

- Health resources should be developed around the Children's Ground Family Health and Wellbeing Framework *Health in the Hands of the People*, to improve health and wellbeing outcomes for the communities we work with.
- With each community, develop and assess health needs, and create and design culturally appropriate and First Nations language-based resources.
- Support the delivery of health and wellbeing information and services in First Nations language and support local cultural knowledge, life, and lore.
- Work with Learning and Wellbeing to support the integration of health and wellbeing into health resources and initiatives across CG.
- Support the creation of resources focused on maternal and childhood health and wellbeing services across the region. Information should include:
 - Sexual health discussions with young people
 - Antenatal, birth and postnatal health promotion, highlighting the importance of midwifery and specialist appointments in pregnancy
 - Responding to the key health topics raised by individuals, families, and communities
 - Supporting healthy growth and development of children from birth for parents and extended family
 - Supporting parenting practices – both new and old.

2. Resource development

- In partnership with Arrernte communities, and language workers, deliver and manage Resource Development for the MCH project.
- Review, progress and finalise existing resources.
- Meet regularly with relevant staff to plan and develop resources that support the desired health learning outcomes of Children's Ground.
- Support workshop delivery for resource development with communities, based on their health needs e.g., generation of ideas; illustration development using traditional forms as well as digital software; editing and finalising content; on country, at the central hub and in location.
- Work with children and families on illustrations and languages for resources.

3. Enterprise development

- Support the Resource and Enterprise Development Coordinator to mentor First Nations staff around resource development, enterprise, and market knowledge within community.
- Regularly liaise with Resource and Enterprise team for ideas around development of health resources.

4. Support learning and wellbeing delivery, Community Development & Integrated operations

- Support skills building amongst staff or other interested community members, with potential for them to look at employment opportunities within the enterprise development platform.
- Work in an integrated way across all Children's Ground operations to support a coordinated approach to community development, safety, learning, health and wellbeing and economic development.
- Support community development projects with a MCH focus on communities of operation.

5. Local Community Agency and respect for local cultural knowledge and life

- Meet regularly with local First Nations families to discuss local aspirations, to inform directions and responsibilities of Children's Ground.
- Liaise with local First Nations people in relation to activities to ensure that our operations actively promote local cultural knowledge and practice.
- Encourage and support all First Nations families, valuing their ideas, strategies, and aspirations.
- Work in partnership with other local health and wellbeing service partners to deliver up-to date Western ways of health as well as First Nations Cultural health and wellbeing.

5. Operational systems and standards

- Ensure documentation, policies, procedures, systems, and standards are in place with clear compliance to meet the needs of CG and the security of information for consumers.
- Ensure all activities are delivered with quality and integrity.
- Ensure risk management policies and systems for operations are up to date
- Operate within the requirements of Children's Ground philosophies, policies, and procedures as well as regulatory requirements.

6. Information and data systems, monitoring and reporting

- Ensure user data and information is being recorded to meet the monitoring and evaluation needs of the MCH grant.
- Undertake assessments and relevant research opportunities in consultation with CA communities, health team and the Research and Evaluation team.
- Work with families to identify MCH resource focus areas & types and develop and test MCH resources with families.
- Maintain confidential, organised, and up-to-date files.
- Prepare reports as requested to First Nations Governance groups for review of delivery planning and review.
- Contribute to reports to main funding body as well as any requests by internal teams for funding purposes.

7. Quality & Risk Management

- Ensure all activities are delivered with quality and integrity.
- Ensure risk management policies and systems for the functions are up to date.
- Operate within the requirements of Children's Ground philosophies, policies, and procedures as well as regulatory requirements.

8. Relationships

- Develop and maintain relationships with key partners including local organisations.
- Developing professional, trusting, and respectful relationships with First Nations people in the region.
- Maintain strong joint working relationships across Children's Ground operations.
- Represent Children's Ground in key meetings as requested.

9. Contribute to Children's Ground

- Be a positive, innovative, and active member of the Children's Ground team, across all sites, including Top End and Shared Office in Melbourne.
- Contribute to strategic planning, organisational development, and policy formation.
- Support a strong, connected, respectful and supportive organisation.
- Participate in professional development programs offered by Children's Ground.

- Participate in local language classes and practice its use in interactions with First Nations people, with a view to developing at least basic level of language competence
- Undertake other tasks as requested to support the delivery of Children's Ground.

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.

Key Selection Criteria

Essential

1. Experience working in community development, creative arts and/or enterprise
2. Demonstrated creative and organisational skills
3. Strong people skills – teamwork, facilitation, supervision
4. Experience working with First Nations communities and an understanding of the effects of colonisation, disempowerment, and intergenerational trauma
5. Excellent communication, both verbal and written
6. Current Driver's Licence
7. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

Desirable

1. Degree or recognised qualification in creative arts, graphic design, or health promotion is an advantage
2. Demonstrated knowledge, skills, training, and experience of community development
3. Experience working in a culturally based learning and wellbeing environment such as a communityarts setting.
4. Experience working in a start-up environment

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
- Creates and embraces a culturally diverse workforce
- Passionate about social justice and empowerment
- Highly collaborative
- Innovative and thinks adaptively about problem resolution
- Focus on achieving excellence

Children's Ground strongly encourages First Nations people to apply