



## Position Description

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<b>Position Title:</b>	<b>Community Engagement and Programs Coordinator (multiple roles available)</b>
Location:	Marlkawo, West Arnhem (14 out of 21 days cycle). Darwin based - with travel to communities.
Tenure:	Full time limited tenure contract aligned with 2024 Dry Season (May – November).
Roster:	14 days worked in a 21-day cycle (14 days on 7 days off)
Classification:	SCHCADS Modern Award Level 6 (dependent on experience)
Important Information:	A furnished raised platform safari tent when staying in Marlkawo and tent at other times.
Travel arrangements:	Standard designated location for rostered days off is Darwin. All expenses while in Darwin is at the individual's expense.

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### Background

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 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 priority has been walking with and supporting First Nations communities.

In the Top End of the NT, we work in the communities of Minmarama/Kulaluk, Knuckey's Lagoon, 15 Mile and Marlkawo.

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### Position Summary

The Community Engagement and Programs Coordinator provides services to West Arnhem Land, working and living in remote communities and outstations. The position is an integral link between community led learning and wellbeing, connection to services, and administration support for individuals and families. The role encourages and supports local families, valuing their ideas, strategies and aspirations while assisting them to transform these into actions and outcomes.

Working alongside our First Nations governance committee and focused on community empowerment, the Community Engagement and Programs Coordinators are expected to work within a Community Development framework across five platform areas, undertaking community engagement activities as well as working alongside cultural leaders to support the design and implementation of a cultural learning program ensuring quality and integrity in accordance with the Children's Ground Approach.

The role requires hands-on practical skills and a desire to live in the outdoor environment.

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### Key Relationships

Reports to:	Regional Director – Top End
Direction and support from:	Head of Learning and Wellbeing, Head of Health and Wellbeing, Senior Administrative and Operations Officer.
Key Internal liaison:	CEO, Director of Operations; Top End Co-Directors, Governance, Compliance and Systems; Health and Wellbeing Team; Learning and Wellbeing Team; Research and Evaluation; Directors; People and Culture; Children's Ground staff
Key External liaison:	Local community services, government organisations and funding providers

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### Key Responsibilities

With support from existing staff and in partnership with community members and local First Nations staff, you will:

#### 1. Program design, Standards, and Implementation

- Coordinate and assist with the planning, implementation, and evaluation of language and cultural learning experiences that fit within Children's Ground Approach, policies and procedures, and regulatory requirements.
- Acquire and coordinate the management of resources necessary to support the language and cultural learning program including use of external organisations and resources. Support the development and implementation of language and culture learning experiences and resources in collaboration with cultural leaders, Elders, and families.
- Ensure health, social and emotional wellbeing and development are an embedded part of the language and cultural learning program.
- Encourage and support all First Nations families, valuing their ideas, strategies, and aspirations.
- Ensure the collection, compilation and reporting of accurate data to inform the implementation and evaluation of language and cultural learning experiences, including reports on the progress and performance against program outcomes and key performance indicators.

#### 2. Community Development/Support

- Work with community leaders to identify people to be involved in leading or participating in language and cultural learning activities within the community.
- Assist people to identify and consider a range of support options across multiple providers and develop capacity and resilience in their networks.

- Support capacity building with families to design, develop and implement their personal and family support with greater independence.
- Support the development, implementation, and review of Marlkwaw Staff workplans.
- Maintain regular liaison, consultation and communication with all project partners, potential employers, support agencies and organisations (VET Providers, AG, NTG, NGOs and community).

The position will support and work with the community through undertaking work in other areas if required, such as:

- Learning and Wellbeing
- Family Health and Wellbeing
- Community Development and Wellbeing
- Creative and Cultural Development

### **3. Operational systems and standards**

- Ensure documentation, policies, procedures, systems, and standards are in place with clear compliance to meet the needs of Children's Ground.
- 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 Approach, policies, and procedures as well as regulatory requirements.

### **4. Information and data systems, monitoring, and reporting**

- Ensure user data and information is being recorded to meet the monitoring and evaluation needs of Children's Ground.
- Mentor and support community-based staff to document and record data.
- Maintain confidential, organised and up to date files.
- Prepare reports as requested.

### **5. Relationships**

- Develop and maintain strong community relationships.
- Liaise with a wide range of stakeholders, community services, government agencies, participants, and service providers to support community members.
- Maintain strong joint working relationships across Children's Ground operations and provide internal support to increase knowledge of external services within the Children's Ground team.
- Represent Children's Ground in key meetings as requested.

### **6. Contribute to Children's Ground**

- Be a positive, innovative, and active member of the Children's Ground Top End Region team.
- Contribute to strategic planning, organisational development, management work plans & 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 a basic level of language competence.
- 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 and often in extreme heat, sitting, standing, and moving around in outdoor settings, including getting in and out of motor vehicles and remote location work.

People may be required to undertake a medical check prior to engagement.

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## Key Selection Criteria

### Essential

1. Tertiary or Diploma qualification in Community Services, Community Development, Education, Health Promotion, or related field.
2. Demonstrated capacity to live, work and communicate collaboratively and effectively with First Nations people living in Remote Communities.
3. The ability to work positively with people's strengths and capacities, seeking opportunities for genuine inclusion in their community.
4. Highly developed interpersonal, negotiation and communication skills with demonstrated ability to influence and engage multiple stakeholders to deliver program activities in cross-cultural contexts.
5. Hands-on practical skills and a desire to live in the outdoor environment.
6. Demonstrated project management, administrative and time management skills.
7. A current Working with Children Clearance Notice (Ochre Card) or ability to obtain. And a willingness to undergo a National Police Check.
8. Drivers licence with manual driving experience.

### Desirable

1. Experience working in a start-up environment.
2. Demonstrated knowledge, skills, and experience in an NGO or community development organisation.
3. Knowledge of the Children's Ground Approach, the key objectives, and the underpinning philosophies, including an understanding of both-ways learning and their application when Learning on Country.

An interest in Community Development including Cultural, Economic and Enterprise Development; Health, Learning and Wellbeing.

### Personal Attributes

- Practical, hands-on skills.
- Self-starter who thrives in an environment that is ambiguous and complex and thinks systemically.
- Creates and embraces a culturally diverse workforce.
- Passionate about social justice.
- Highly collaborative.
- Innovative and thinks adaptively about problem resolution.
- Focus on achieving excellence.