

## Position Description

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**Position Title: Resource Development Officer**

**Location:** Alice Springs with travel to outstations and on country learning sites - - this may includework on evenings and weekends, including cultural and learning camps (usually 1 – 5 nights)

**Tenure:** Casual up to 15 hours per week

**Classification:** SCHCADS Modern Award Level 5-6 (dependant on qualifications, skills and experience)

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### Background

Children’s Ground is a First Nations organisation. 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, designed by First Nations people. We partner 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 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 communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children’s Ground operations in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

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### Position Summary

This job will be responsible for facilitating the development of Amperengentyele Learning Kits based on existing CG resources that teach First Nations language and cultural knowledge. The Learning Kits will include a range of different resources including printed, digital, audio and audio visual, as well as games and/or physical activities. The kits will include links to First Nations as well as Western Early Years and Primary Curriculums.

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### Key Relationships

**Reports to:** Resource and Enterprise Development Coordinator

**Key Internal liaison:** Resource and Enterprise Development Teams, Local Governance Committee, Director- Central Australia, Head of Learning, Early Years Educators and teams

**Key External liaison:** Senior Arrernte knowledge holders and language workers; Arts facilitators and training centres

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## Key Responsibilities

Working with members of CG Resource and Enterprise team and Learning team, other staff and participating families, this will involve

- coordination of the Amperengentyele Learning Kits project
- planning and consultations
- concept, artwork, text and layout/design development
- recording information; facilitating translations; use of digital technology and multi-media
- development and testing of resources during Early Years and Primary learning sessions
- publication and/or release of resources in the kits including printing, digital hosting, collation and distribution; recording participation and activity data and reporting.
- documenting and recording development process, and
- reporting on the activity to the Governance group and Project Coordinator.

## 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, in extreme heat during the summer, sitting, standing, carrying objects up to 15 kg 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. Experience working in creative arts, education, and/or community development
2. Demonstrated experience and passion for producing and administering community-led projects
3. Well developed organizational and project management skills
4. Computer and digital technology skills
5. Ability to work in a flexible team environment
6. Excellent communication skills both verbal and written
7. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

### Desirable

1. Degree or recognized qualification in creative arts, graphic design, teaching or linguistics is an advantage
2. Experience working with First Nations families, in particular in Mparntwe
3. Experience working in a cultural based learning and wellbeing environment such as a community arts setting

4. Skills in digital technology, multimedia content creation and file management
5. Established networks within the creative, linguistics, education and/or community sectors
6. Current Driver's Licence

**Personal attributes**

- Self-starter who can work in an environment that is fast paced and innovative.
- 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
- Focused on achieving excellence