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## Position Title

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<b>Position Title:</b>	<b>First Nations Workforce Development Trainee</b>
Location:	Alice Springs (travel to other parts of the Northern Territory to be expected)
Reports to:	People & Culture Coordinator
Tenure:	Part Time (0.4/2 days per week) fixed term 12 month contract
Classification:	SCHCADS Modern Award Level 2 - 3 (depending on qualifications 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 operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

## Position Summary

Children's Ground aims to remove barriers to meaningful employment for First Nations People. The workforce employment model is aimed at providing opportunities for employment for the local community through supported, culturally safe employment. This position will assist in the delivery and support of the workforce development program, both pre and post employment support to the workforce.

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## Key Relationships

Reports to:	People & Culture Coordinator
Key Internal liaison:	Regional Director, Deputy Regional Director, Central Australia Region; Learning and Wellbeing team; Health and Wellbeing team; Community Development and Wellbeing team; Director, Research and Evaluation; People and Culture Manager; Children's Ground staff

Key External liaison: Service organisations in Alice Springs such as local job providers and employment facilitators, relevant local government agencies, training providers or other stakeholders relevant to the project.

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### Key Responsibilities

- Support First Nations people on the pathway to employment
- Pre employment support with TFN, OCHRE, Police Checks
- Post employment support with internal systems, time-sheeting, Centrelink reporting & training
- Support referrals to other local services
- Assist People & Culture Coordinator and Workforce Development Coordinator
- Contribute to Children's Ground FN governance
- Liaise with ATO, Superannuation Funds, Centrelink and other support organisations
- Community connection and language support
- Support cultural and leadership KPIs
- Be a positive, innovative and active member of the Children's Ground team.
- Support a strong, connected, respectful and supportive organisation.
- 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. This is a First Nations/Aboriginal identified position
2. Solid administration skills
3. Good communication skills – written and oral
4. Strong people skills – teamwork, communication
5. Ability to work in a flexible team environment
6. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

#### Desirable

1. Arrernte language skills &/or experience working with First Nations People
2. Experience in facilitation/training
3. Drivers License

**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
- Passionate about social justice and empowerment
- Highly collaborative