



Position Title

Position Title:	Workforce Development Coordinator
Location:	Alice Springs (travel to other parts of the Northern Territory to be expected)
Reports to:	People & Culture Coordinator
Tenure:	Fixed term contract to 30 June 2025
Classification:	SCHCADS Modern Award Level 5.3

Background

Children's Ground is working to create a different future for children, families and communities in Arnhem Land and Central Australia. Children's Ground is inspired by families and communities and they are involved in how we design and deliver all activities.

Children's Ground has ten principles that guide us all in how we do all our work:

1. Start early with the little ones
2. Stay with them and grow with them until they are big
3. Work with everyone
4. Use and celebrate people's ability and strength
5. Connect everything – health, learning, family and life
6. Always think about old ways and new ways of doing things
7. Expect and deliver the best
8. Child, family and community led
9. Whole of community, in community
10. Culturally safe

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

Removing the barriers to meaningful employment for First Nations people – supporting access to work, training and the financial literacy of First Nations people First Nations people who experience vulnerabilities including violence, overcrowding, poverty, abuse etc.

This role will look to address all the priority areas of the Local Jobs Program and the National Priority Fund taking place in 51 Regions across Australia. Its aim is to support more First Nations people on the pathway to employment and empower First Nations people in the workforce, strengthening financial literacy and addressing the challenges in maintaining employment for First Nations people.

Programme activities will include access to employment, on-the-job training, mentoring, financial literacy and supporting the social, emotional wellbeing of at risk First Nations employees.

Key Relationships

Reports to:	People & Culture Coordinator - CA
Key Internal liaison:	Manager People & Culture, Director, Central Australia Region; Learning and Wellbeing team; Community Development and Wellbeing team; Director, Research and Evaluation; Director, People and Culture Top End team; Children’s Ground staff
Key External liaison:	Service organisations in Central Australia

Key Responsibilities

1. Establish programs that support at risk First Nations people in gaining culturally safe employment
 - Activities to focus on First Nations employees who live in extreme hardship in and around Alice Springs. Many experience profound intergenerational trauma, economic poverty, family violence and are long-term un/under employed.
 - Develop support structures that are relevant, innovative and responsive within the workplace (mentoring, one-on-one support and workshops that focus on trauma) that will encourage greater participation of First Nations people in the workforce.
 - Organise at least two formal financial literacy workshops per year. These will be complemented by individualised support in financial management and mentoring.
 - Manage the engagement of up to 60 First Nations participants (current and future employees) at Children's Ground.
 - Provide access to individualised support and mentorship.
 - Support participation in Governance to enable staff to engage in organisational decision making.
 - Coordinate and facilitate workshops to ensure success in their roles/jobs.
 - Work closely with the Workforce Counsellor to ensure appropriate support is provided.
 - Deliver a pre and early employment program to Participants, that comprises the following
 - i. Assist with pre-employment checks including, MyGov accounts, tax file numbers, CV's and working with children and police checks
 - ii. Key aspects of employment – contracts, EBA, Award and entitlements, timesheets
 - iii. Laws relating to work such as pay, superannuation, tax, salary sacrifice, licensing, insurance
 - iv. External training – driver's license etc.
 - v. Provide referral and linkage of participants to other pre-employment training and support and job networks.
2. Local community agency and respect for local cultural knowledge and life
 - Meet regularly with local First Nations people and elders to discuss local aspirations; this will inform the directions and responsibilities of the role.
 - Liaise with local First Nations people in relation to activities to ensure active promotion of local cultural knowledge and practice.
 - Support communities with food security initiatives including food gardens, food storage and preparation solutions, advocacy and support.
 - Encourage and support all First Nations families, valuing their ideas, strategies and aspirations.
3. Relationships
 - Develop professional, trusting and respectful relationships with people in the region.
 - Maintain strong working relationship with Children's Ground internal partners.
 - Develop and maintain strong relationships with relevant external partners.

- Represent Children’s Ground at meetings when requested.
- Attend key meetings with staff and communities

4. Monitoring & Evaluation

Contribute to monitoring and evaluation as required, which may incorporate:

- Maintaining records including data collection and data entry in the Children’s Ground database
- Reporting on program deliverables
- Contribute to the writing of papers and articulation of frameworks for Children’s Ground.

5. 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.

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 15kg and moving around in outdoor settings, including getting in and out of motor vehicles and remote location work.

Key Selection Criteria

Essential

1. Qualifications, certificates, and/or experience in this or a similar field
2. Experience working within First Nations families
3. Experience working in a trauma
4. Strong people skills – teamwork, communication
5. Ability to work in a flexible team environment
6. Current Driver’s Licence (if a job requirement – otherwise put under desirable)
7. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

Desirable

1. First Nations applicants preferred
2. Experience in resource development/facilitation/training
3. Experience in mentoring and coaching

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