



Position Description

Position Title: Resource and Enterprise Development Project Officer (Children's Ground Store)

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

Tenure: Part-time up to 15 hours per week

Classification: SCHCADS Modern Award Level 4 (dependant on qualifications, skills and experience)

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.

Position Summary

Children's Ground has an exciting and growing social enterprise, that supports the creation of unique First Nation Language resources and creative cultural products. This job will be responsible for supporting the delivery of our enterprise in particular the Children's Ground Store.

Key Relationships

Reports to: Resource and Enterprise Development Coordinator

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

Key External liaison: Business Stakeholders and networks, Customers and suppliers

Key Responsibilities

Support the Finance, Administration and Business Systems of the CG Store:

- Work with the finance team to process sales, inventory and royalty transactions through our Point of Sale and financial systems
- update and administer the web store and other online sales systems
- coordinate wholesale and educational sales of products and merchandise
- assist in the administration of current and new publications and products
- work with the Resource and Enterprise and Finance team to ensure product licenses are up to date and royalties are paid
- document CG store systems and procedures

Support the Sales and Marketing of Children's Ground products:

- coordinate retail sales through pop-up and market stalls
- work with Shared Office team to ensure the website orders are distributed
- oversee the inventory and stock levels, through our online systems and physical stocktakes and storage
- re-ordering of stock
- Work with our communications team to create and deliver marketing and promotional materials and campaigns and grow our market
- mentor and work with First Nations staff and community members in micro-enterprise and small-business processes and skills, and create associated training resources

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

Key Selection Criteria

Essential

1. Business experience, ideally in a creative arts or social enterprise environment
2. Qualification and/or experience in bookkeeping or business management
3. Well developed organizational and coordination skills
4. Computer and digital technology experience, in particular online business software & E-commerce platforms eg. Xero, Square, ECWID
5. Ability to work in a flexible cross- cultural team environment
6. Excellent communication skills both verbal and written including customer service
7. Willingness to undergo a National Police Check and obtain an NT OCHRE Working with Children Check

Desirable

1. Experience working with First Nations families, in particular in Mparntwe
2. Experience in mentoring and training
3. Sales and marketing skills
4. 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