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## Position Description

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<b>Position Title:</b>	<b>Community Development Coordinator</b>
Location:	Markkwo, West Arnhem (14 out of 21 days cycle). Home base Darwin with travel to communities.
Tenure:	Full time. Limited tenure - 7 months (May – November 2025)
Roster:	Varies through season. (14 days on 7 days off or 38 hours weeks over three weeks depending on roster rotation)
Classification:	SCHCADS Modern Award Level 5/6 (depending on qualifications and experience).
Important Information:	A basic furnished raised Balabala, platform safari tent, when staying in Markkwo and tent or swag 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.
Position Number:	TWMARCDWNI5008

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### Background

Children's Ground is a First Nations organisation. The Children's Ground Approach is designed and delivered through the leadership of First Nations people. 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. We privilege First Nations knowledge systems and practice. Over the course of a generation, led by local expertise, 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 our communities. We build on this over a generation to ensure a future for our children and grandchildren that gives them freedom, opportunity and rights to their culture and identity.

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

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

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### Position Summary

The Community Development Coordinator will work closely with a community lead/s—individuals deeply embedded in and knowledgeable about their community. Together, they will drive self-

determination, empowering the community to lead its own development and governance. This role embodies Children’s Ground’s commitment to culturally responsive, place-based solutions that foster community ownership, decision-making, and long-term wellbeing.

The Community Development Coordinator will support the development and implementation of community governance, planning, and resourcing while managing relationships with key stakeholders such as schools and local organisations. The role ensures that internal and external programs align with the community’s aspirations and Children’s Ground’s principles of self-determination, cultural integrity, and collective impact.

The role requires self-motivation with the ability to work independently, making sound judgment calls and decisions with minimal supervision. Across all areas of responsibility, it is important to recognise when issues require escalation and take appropriate action to ensure timely resolution.

This position works alongside two other Marlkwawo specific non-community positions – the Early Years/Primary Educator and Placemaking and Skills Officer.

The role is physically demanding, requires a degree of hands-on practical skills and a desire to live in the outdoor environment.

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### Key Relationships

Reports to:	Head of Community Development and Wellbeing
Direct Reports:	None
Key Internal liaison:	Community Leads; Early Years/Primary Educator- Marlkwawo; Place Making and Skills Officer- Marlkwawo; Heads of Departments; Operations and Administration team, People & Culture; Top End Staff.
Key External liaison:	Community and guests to community, including government, funding bodies and local community services.

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### Key Responsibilities

#### 1. Empowering Community Governance & Planning

- Collaborate with local community leads to strengthen governance structures that promote self-determination and community ownership.
- Facilitate community-led planning processes that are driven by the voices and aspirations of children, families, and community members, ensuring that decisions reflect cultural, social, and economic priorities.
- Support communities to define their own goals, pathways, and measures of success, centring First Nations knowledge and leadership in every aspect of the work.

#### 2. Facilitating Collective Impact & Community-Led Change

- Foster collaboration between community members and a broad network of stakeholders (e.g., schools, local organisations, and government agencies) to amplify community-led initiatives.
- Support the design and implementation of place-based solutions that respond to the local context and enhance community wellbeing and economic opportunity.

- Coordinate community events and initiatives that celebrate cultural heritage, strengthen social cohesion, and promote collective action for change.

### **3. Cultural Leadership & Self-Determination**

- Work in partnership with community leaders to embed First Nations knowledge systems and practices within all programs and activities.
- Champion local governance structures, supporting communities in driving their own solutions and outcomes.
- Advocate for community control and leadership in decision-making processes at every level, ensuring the community's voice is at the forefront of Children's Ground's work.

### **4. Supporting Local Resource Development & Sustainability**

- Assist communities in identifying and accessing the resources necessary to achieve their goals, with a focus on building local capacity and self-sufficiency.
- Promote sustainable resource management by aligning community priorities with available funding and partnerships, while ensuring accountability to the community.
- Ensure the effective use of resources through transparent planning, budgeting, and reporting processes that are accountable to the community and stakeholders.

### **5. Community Capacity Building & Mentorship**

- Support the development of leadership and capacity within the community, particularly for young people and emerging leaders, to ensure the long-term sustainability of governance and planning structures.
- Facilitate opportunities for local employment, training, and skill development, ensuring that community members are central to program delivery and decision-making.
- Work alongside Children's Ground teams to ensure that all staff are responsive to community priorities and that programs reflect community aspirations and needs.

### **6. Monitoring, Evaluation & Accountability to Community**

- Work collaboratively with community members and Children's Ground evaluation team to develop culturally relevant monitoring and evaluation processes that reflect the goals set by the community.
- Provide regular feedback to community governance bodies, ensuring that all data and reporting processes are transparent and accessible.
- Uphold accountability to the community by ensuring that all projects, initiatives, and resource allocations align with the principles of self-determination and community leadership.

### **7. Reporting**

- Maintain accurate and up to date records.
- Complete Community Plan reporting and quarterly internal reporting for Children's Ground.

### **8. Operational systems and standards**

In collaboration with leadership:

- Ensure all programs are delivered with quality and integrity
- Uphold corporate governance standards and practice
- Ensure Policies and Procedures are in place, reviewed, implemented and feedback provided as needed
- Ensure compliance with relevant regulations, laws and standards
- Ensure risk management assessments are in line with policies and procedures
- Operate within the requirements of Children's Ground philosophies, policies and procedures as well as regulatory requirements.

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

- Actively learn the local language/s, to be able to use in basic conversation with communities.
- Facilitate and contribute to team meetings and discussions.
- Be a positive, innovative and active member of the Children's Ground team.
- Contribute to strategic planning, organisational development, management of work plans and policy formation.
- Support a strong, connected, respectful and supportive organisation.
- Participate and when required, lead professional development opportunities.
- Undertake other tasks as requested to support the activities of Children's Ground.

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#### **Work Health and Safety**

- Oversee and make responsible judgement decisions around placemaking activities ensuring compliance and best practice with all WHS regulations, policies, and procedures, including staff training requirements.
- Ensure documentation and standards are in place with clear compliance to meet the WH&S needs of Children's Ground.
- Ensure all activities are delivered with quality and integrity and with relevant risk assessment applied.
- Operate within the requirements of Children's Ground Approach, policies, and procedures and regulatory requirements.

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. The role will involve regular bending and lifting weight up to 20kgs.

People may be required to do a medical check before engagement.

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## Key Selection Criteria

### Essential

1. Commitment to Self-Determination & Cultural Integrity
  - Deep understanding and respect for First Nations cultures and knowledge systems, and experience working in culturally diverse settings, with a strong focus on supporting local leadership.
  - Experience working with First Nations communities in Northern Territory, or other remote locations in Australia.
  - A demonstrated commitment to working in a way that supports self-determination and places community at the centre of decision-making.
  
2. Community Development & Governance Experience
  - Tertiary or Diploma qualification in Community Services, Community Development, Education, Health Promotion, or related field.
  - Experience facilitating community-led governance, planning, and development, with a strong focus on empowerment and local ownership.
  - Strong understanding of place-based models and participatory planning.
  - Proven ability to support and mentor community members in leadership roles, fostering skills in governance, project management, and resource planning.
  - Ability to work in a dynamic environment, responding to the evolving needs and priorities of the community while remaining flexible and innovative in approach.
  
3. Collaboration & Stakeholder Management
  - Strong relationship-building skills, with the ability to work collaboratively with a wide range of stakeholders, including community members, local organisations, and government agencies.
  - A demonstrated ability to facilitate collective action and partnerships that amplify community voices and strengthen local capacity.
  - Highly developed interpersonal, negotiation and communication skills with demonstrated ability to influence and engage multiple stakeholders to deliver program activities in cross-cultural contexts.
  - Strong project management skills, including the ability to balance competing priorities and manage multiple projects in collaboration with the community.
  
4. Operations and Administration
  - Experience in NGOs or Community Development Organisations.
  - Hands-on practical skills and a desire to live in the outdoor environment.
  - Demonstrated project management, administrative and time management skills.
  - A current Working with Children Clearance Notice (Ochre Card) or ability to obtain. And a willingness to undergo a National Police Check.
  - Drivers licence with manual driving experience, and preferably 4WD experience.

### **Desirable**

1. Degree or recognised qualification is an advantage.
2. Experience working in a cultural-based learning and wellbeing environment.
3. Experience working in a start-up environment with implementation of processes and systems from scratch.
4. Experience driving with trailer
5. L-R/M-R endorsed licence
6. 4WD experience.

### **Personal Attributes**

- Practical, hands-on skills.
- Self-starter who thinks systemically and thrives in an environment that is ambiguous and complex
- Creates and embraces a culturally diverse workforce
- Passionate about social justice and improving outcomes for First Nation communities
- Highly collaborative
- Innovative and thinks adaptively about problem resolution
- Initiative and ability to work in a remote setting without face-to-face supervision
- Focus on achieving excellence.

### **Additional information**

- Must hold a current full driver's license
- Must hold a current Working with Children Clearance Notice (Ochre Card) or able to obtain one, and be willing to undergo a National Police Check.