



LARRAKIA NATION

ABORIGINAL CORPORATION

ICN 3170

PROGRAM COORDINATOR

ABOUT THE CORPORATION

Larrakia Nation Aboriginal Corporation (LNAC) is the peak advocacy and support agency for the Larrakia people, the traditional landowners of the Greater Darwin area. Initially established in 1998 to represent the Native Title interests of the Larrakia people, the LNAC has since evolved into a vital service delivery organisation focussed on addressing the social, cultural and economic aspirations of the Larrakia people by initiating and administering programs, projects and services for the broader Aboriginal community.

LNAC is a not-for-profit organisation, receiving the majority of its operating expenses from funding from the NTG & Commonwealth Governments.

POSITION DETAILS

JOB TITLE: PROGRAM COORDINATOR
PROGRAM: PFACC PROGRAM
LOCATION: Georgina Crescent, Yarrowonga
POSITION: FULL TIME
REPORT TO: OUTREACH MANAGER
SUPERVISION: PROJECT OFFICERS
MORE INFO: HR Department
T: 08 8948 3733
E: hr@larrakia.com

Reviewed August 2018

PROGRAM DETAILS

Palmerston Family & Culture Centre (PFACC) is for families in Palmerston to engage with each other, schools and mainstream service providers through cultural and community activities. PFACC's desired outcomes are to shape and create an Aboriginal space that is culturally relevant, comfortable and engaging for Aboriginal children and families, building a leadership group for the Palmerston Aboriginal community, and collaborating with other youth and community agencies to assist them to deliver culturally relevant programs. A significant component to this program will be supporting social enterprise to develop and maintain Aboriginal people's cultural knowledge whilst at the same time enable community members to sustain livelihoods based on this cultural knowledge.

KEY RESPONSIBILITIES

OBJECTIVE: Coordinate a team of Project Officers to shape the space and to ensure the outcomes of the program are achieved and that children and families have an opportunity to engage with culture, education and other services to meet their individual needs.

- Coordination of the day-to-day running of the program to ensure service delivery in compliance with our service agreement, WHS and LNAC's policies & procedures;
- Supervision and management of program staff;
- Provide regular updates on personnel and operational matters to the Outreach Manager;
- Maintain the building according to the tenancy agreement and that it represents the desires of local Aboriginal people;
- Develop and maintain effective communications with cultural entrepreneurs, staff, clients, suppliers and other external stakeholders;
- Ensure collection of statistics by the program are correct and assist in preparing reports to the funding bodies, when required;

KEY RESPONSIBILITIES

continued...

- Organise or assist with procurement and other activities necessary to ensure quality and timely delivery of goods, services, events and community activities;
- Seek and obtain supplementary sources of funding to enable expansion of centre activities to improve centre outcomes;
- Ensure maintenance of records including client files, statistics, referrals and activity plans are up to date;
- Ensure positive and productive relationships with colleagues, clients and service providers;
- Promote the activities of the program to service providers and the communities;
- Cooperate with other LNAC programs and employees in order to achieve the overall goals of the corporation;
- Request and authorise Purchase Orders for PFACC, when required;
- Participate in training and professional development activities;
- Other position related duties as directed by the Outreach Manager; and
- Maintain respect for Larrakia people and traditional country.

KEY QUALITIES

LNAC considers that the following personal qualities are vital to the **Coordinator**.

Organisational

- Share accountability with the Outreach Manager
- Accountability for management of program resources
- Demonstrated experience in a management role in an NFP organisation reliant on funding to enable service delivery
- Demonstrated ability to work in a team environment and autonomously as required
- Understanding of professional development and training needs
- Assist in operational and strategic planning

Personal Attributes

- Flexibility to adapt to new situations as they arise
- Possess drive, commitment and a sense of humour
- Ability to work within tight timeframes and regularly monitor deliverables
- Ability to source cooperation and assistance from other staff, management and community members
- Outstanding interpersonal skills and manner
- Willingness to adapt to work in a challenging environment
- Genuine appreciation of Indigenous people and culture

Commitment, Attitude and Application to Duties

- Preparedness to work flexible hours as required to meet the demand for services provided by the centre
- Provide courteous and prompt attention to information requests
- Demonstration of a positive and proactive attitude with strong initiative
- Promote the organisation in a positive manner at all times
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace
- Observe all safe work practices

SELECTION CRITERIA

Applicants **MUST** possess the following:

SC1	Demonstrated experience in program management, including financial management and reporting, and delivery of services according to contractual obligations
SC2	Strong relationships with community cultural entrepreneurs and the broader Aboriginal community within the Darwin & Palmerston areas
SC3	Demonstrated experience with leading collaborative partnerships and a well-developed capacity to consult, collaborate and negotiate effectively with a diverse range of external and internal stakeholders
SC4	Strong skills in community engagement with an emphasis on promoting and/or restoring the social functioning of individuals, families, groups and the broader community
SC5	Experience in working with Indigenous people and communities, including ability to develop rapport with clients in a culturally appropriate manner
SC6	Ability to work collaboratively in a small team, exercise initiative, apply good time management and organisational skills
SC7	Knowledge of the local services and agencies
SC8	Understanding of cultural protocols, apply culturally safe practices together with a willingness to work respectfully in accordance with Larrakia and other Indigenous culture
SC9	Excellent computer, literacy and numeracy skills, including preparation of funding applications
SC10	NT Driver's License (C Class) with MR or LR endorsement (preferred)

It would be considered an **advantage** if applicants also possess:

1	Identify as Indigenous
2	Tertiary qualifications (or equivalent) in public health, environmental health, social work, community development or similar

Note: All applicants, prior to an offer of employment, will be required to provide at least **two** current, verifiable referees, undertake a Police Clearance, Working with Children Check and successfully complete a pre-employment medical, drug test and fitness test. An offer of employment will only be provided with successful completion of the above.

EMPLOYEE ENDORSEMENT: (Sign below & initial each page ONLY if offered employment)

I, _____ [PRINT FULL NAME] understand and accept that I will be required to perform the duties and tasks contained in this Position Description and such other duties and tasks that LNAC may assign to me, regarding my skills, training and experience.

Sign: _____ Date: ____ / ____ / ____