

Position description

Position title:	Coordinator Youth Development - - Lajamanu	Date:	September 2021
Level:	Social, Community, Home Care and Disability Services Industry Award 2010 – Level	Salary:	Based on Level 4-1 Award and relevant penalties
Reports to:	Manager Youth Development	Dept:	Youth Development
Approved by:	Chief Executive Officer	Supervises:	Senior Youth Development Workers Youth Development Workers Jaru Trainees Volunteers

Primary Purpose of the Position

This position is responsible for coordinating two specific programs,

- Jaru Pirrjirdi Youth Leadership and Development Program

The overall objective of this role is to build the capacity and resilience of young people, so they resist substance abuse and anti-social behaviour and to provide opportunities for their personal and professional development. The Coordinator manages the Youth Program staff and the Jaru Pirrjirdi Youth Team, overseeing the delivery of 5 days of program activities per week (after school hours and on weekends and holidays),

- Stronger Communities for Children (SCfC) Program

The Stronger Communities for Children (SCfC) initiative is a place-based community development program which aims to give Aboriginal children and young people the best possible start in life so that they grow up strong, healthy and confident. The overall objective of this role is to build the capacity of the community and empower community decision making through the local leadership group known as Jaru Jinta which decides what education and training projects should be developed to achieve program outcomes.

Reporting relationships

The Coordinator Youth Development - Lajamanu will report to the Manager Youth Development.

Primary duties

The following areas are critical to the role and constitute the primary duties required to be successful in fulfilling the duties associated with this position and other duties as directed.

- Coordination of all Jaru Pirrjirdi Youth Program activities
 1. Youth Diversion (inc. Youth Program, Culture and Projects)
 2. Youth Development (inc. Jaru trainees, Education and Training, Life Pathways)
- Coordination of the Stronger Communities for Children Program
- Staff recruitment, line management, supervision, mentoring, training and performance management
- High level liaison and cooperation with other Departments to ensure continuity of service provision
- Manage youth program resources and infrastructure including vehicles
- Coordination of program data entry by all staff in Youth Program database
- Delivery of detailed reports to management as required
- Represent WYDAC and Jaru Pirrjirdi at meetings, conferences and workshops as necessary
- Adherence to all Work Health and Safety Standards, in line with WYDAC policies and legislation
- Create and maintain relationships/partnerships with key stakeholders to increase education, training, health, and cultural and career opportunities for young people and community members
- Develop appropriate rosters, timetables, reporting templates
- Liaise closely with the Jaru Pirrjirdi Cultural Advisor for program direction and cultural development of staff
- Engage with and create close relationships with “at risk” young people and encourage their participation in youth/Jaru activities
- Develop new education/training and career pathway programs for Jaru trainees (youth leaders)
- Collaborate by sharing information, ideas, resources, and undertaking joint initiatives with the Mt Theo Program
- Be part of a team of people who care for each other and the program and who have strong cross-cultural relationships of mutual support for one another
- Undertake any other duties as required

Key job competencies

Qualifications, knowledge and skills and experience

Essential criteria

- Tertiary qualifications to minimum Diploma level in Community Services, Youth Work or another relevant field
- A minimum 3 years' experience in staff management with demonstrated experience in performance management and in the mentoring and capacity building of staff
- Demonstrated understanding of, and experience in working in a cross-cultural setting, preferably in a remote context.
- Demonstrated understanding of and experience delivering community development programs
- Demonstrated capacity to develop strategies that ensure compliance with funding agreements
- Excellent administrative, oral and written communication skills
- Excellent computer skills, particularly working with spreadsheets and databases
- Demonstrated ability to work in a team
- Demonstrated capacity for resourcefulness, self-motivation and independent decision making
- Demonstrated negotiation skills
- Ability to manage multiple competing tasks and remain calm under pressure
- Prepared to spend time away from home for up to a week at a time
- Possession of a current 'C' Class Manual Driver's License and must be able to drive a manual 4WD (mandatory)
- Ochre Card – Working with Children Check NT (or ability to obtain)
- Ability to undertake overnight travel to Warlpiri communities (mandatory)
- Eligibility to work in Australia (mandatory)

Applicants will be required to obtain a criminal history check and Working with Children clearance – Ochre Card (on acceptance of position, and conditional to contract offer).

Desirable criteria

- Experience working in remote locations.

Endorsement

The preceding information is an accurate statement of the requirements and employment of this position, at this time.

Signature (CEO) _____ Date ____/____/____

I have read and understand the duties and requirements of the position as described in this position description and agree to be employed under such conditions and the relevant Award.

