

JOB HIGHLIGHTS PACK

Role:	Training and Employment Mentor
Department:	Community Development Unit
Reports to:	Senior Coordinator Training & Employment
Direct Reports:	Nil
Location:	55 Reid Rd, Broome WA
Contract Type:	Full-time

ORGANISATIONAL CONTEXT

*“Making mabu liyan real for all, always”
People, land, culture, prosperity*

Nyamba Buru Yawuru (NBY) means ‘This is the place of Yawuru’. NBY is the operational company of the Yawuru Native Title Holders Aboriginal Corporation. NBY manages the day to day business of Yawuru and is engaged in a diverse range of projects which help to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

PRIMARY FUNCTION

Working in a service delivery model the Program Mentors key outcomes to improve the work readiness of individuals and to assist them into work, training or further education. The focus of the role is to mentor and support individuals while they are in the Warrmijala Murrgurlayi (Rise Up To Work) Sustainable Employment Program to understand what is expected in the workplace and to develop the skills, attitudes and behaviours expected by employers.

ESSENTIAL SELECTION CRITERIA

- Ability to support and work with disengaged and ‘at risk’ individuals
- Outstanding communication, interpersonal and organisational skills coupled with effective problem solving and conflict resolution skills;
- A genuine, demonstrated commitment to working with participants including the ability to motivate and support;
- High level administration skills including Microsoft Office Suite and experience.

DESIRABLE SELECTION CRITERIA

- Previous knowledge of barriers faced by Yawuru people and the Aboriginal community as a whole;
- Existing networks within the community support and development sector including government and non-government agency contacts.

BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



Generous salary packaging



Active Social 'Binda Binda' (Butterfly) Club



Professional and Inspiring Workplace



Live in the Kimberley; one of the last great wildernesses in the world



Work/Life Balance



Work with a fun and committed team



Learn Yawuru Language



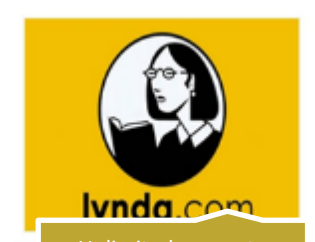
Work with Yawuru Traditional Owners



Involvement with Community at Community Events



Diversity of Projects/ Work Opportunities



Unlimited access to Lynda.com online training

BENEFITS:

Salary:

Attractive Salary Package plus 10% Superannuation

Salary Packaging

As a registered Charitable Institution organisation, NBY employees are currently able to salary package up to \$15,899 per annum. Benefits such as Superannuation, Rent / Mortgage payments, credit card or loan payments and others are available to employees to package, which has taxation benefits to the employee.

As Broome is considered a Remote Area for Salary Packaging purposes, additional housing benefits may apply. For further information on salary sacrificing arrangements within the not-for-profit sector, you may refer to AccessPay website

accesspay.com.au/salary-packaging.

Relocation Benefits:



Relocation benefits are offered for the removal of the successful applicant's furniture and belongings from their place of residence to Broome.

Leave:

4 weeks Annual Leave, 10 days Personal Leave

LOCATION

Our office is located in Broome in the Kimberley region of Western Australia. Known for its' pearling history and tourism, Broome is a culturally diverse town, with a tropical climate and stunningly beautiful surrounds.

The permanent population is estimated at 15,857, growing to over 45,000 during the tourist season (May – October).

For more information:

<http://www.yawuru.com/>

<http://www.lonelyplanet.com/australia/western-australia/broome>

<http://www.visitbroome.com.au/>

<http://www.australia.com/en/places/broome.html>



APPLICATION PROCESS

Applications should be sent electronically to recruitment@yawuru.org.au and addressed to:

Henrik Loos CPHR
Manager HR and OD
Nyamba Buru Yawuru PO Box 425
Broome, WA 6725

Please include the following in your application:

1. Cover Letter
2. Resume/ CV

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9604.

POSITION	LOCATION	REPORTING RELATIONSHIP
Training and Employment Mentor	Broome, Western Australia	Warrmijala Murrgurlayi Program Coordinator

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LINE MANAGEMENT RESPONSIBILITIES

NIL

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- Internal NBY colleagues
 - Yawuru and non-Yawuru community stakeholders
 - Community service partners and stakeholders
 - Local employers and employer groups
- Local training providers

KEY RESPONSIBILITIES of POSITION

PROVIDE QUALITY JOB PLACEMENT SERVICES TO INDIVIDUAL PARTICIPANTS AND EMPLOYERS

- Mentor individuals while they are engaged in the Warrmijala Murrgurlayi Sustainable Employment Program
- Support participants to meet the requirements as part of the Service Delivery Plan
- Support individuals’ development and employment aspirations through the 3rd Space Connections Coaching and Mentoring framework, identifying emerging issues and barriers to sustainable employment
- Maintain and supervise the regular personal and phone contact with individuals
- Support atrisk participants to re-engage into the program as quickly as possible
- Use of Outlook Calendar to manage schedule and contact with clients
- Engage with services to ensure best support is provided to the client
- Assist when required on all administrative, organisational and compliance requirements;

INDIVIDUAL COMMITMENT

Actively embrace the 3rd Space Connections Coaching and Mentoring methodology and implement mentoring framework

- Preparedness to work enthusiastically, consistently and innovate with participants to create purposeful futures;
- Actively embrace and integrate NBY’s vision, mission and values into the role, and model appropriate behaviours;
- Work collaboratively with management and staff across the business in support of NBY’s strategic objectives;
- Maintain a professional approach in the workplace;
- Ensure that Workplace Health and Safety guidelines are observed, implemented and improved;
- Conform to NBY’s conditions of employment, code of conduct, and organisational policies and procedures;

- Adhere to relevant legislative requirements including and not limited to the Fair Work Act, Workplace Health and Safety Act and the EEO Act;
- Continuously identify opportunities for improvement;
Embrace any other duties that may be required to ensure Aboriginal people can access education, employment and training opportunities to realise their full potential.

KEY OUTCOMES OF THIS POSITION

The Warrmijala murrgurlayi Sustainable Employment Program is a partnership between NBY and Shell Prelude.

The program seeks to increase positive social impact through pre-employment and vocational training which results in Aboriginal people gaining sustainable employment.

GOALS

- To generate sustainable employment opportunities for Yawuru and other Aboriginal individuals in Broome;
- To place 40 Yawuru and other Aboriginal people in pre-employment or vocational training in 2022 and 2023 respectively;
- To place 35 Yawuru and other Aboriginal people in sustainable employment in 2022 and 2023 respectively;
- To enhance and improve the wellbeing of participants and their families;
- To demonstrate the collective benefits derived from NBY and Prelude collaborating to design and deliver an Aboriginal employment project in Broome.

INDIVIDUAL COMMITMENT

- NBY's vision, mission and values are incorporated into all activities, and appropriate behaviours are role modelled in line with organisational policies;
All activities are subject to a demonstrated cycle of continuous improvement.

ESSENTIAL QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Ability to support and work with disengaged and 'at risk' individuals
2. Outstanding communication, interpersonal and organisational skills coupled with effective problem solving and conflict resolution skills;
3. A genuine, demonstrated commitment to working with participants including the ability to motivate and support;
4. High level administration skills including Microsoft Office Suite and experience.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Previous knowledge of barriers faced by Yawuru people and the Aboriginal community as a whole;
2. Existing networks within the community support and development sector including government and non-government agency contacts.

PRE-EMPLOYMENT REQUIREMENTS

1. Working With Children check
2. Current 'C' Class driver's licence
3. National police clearance