

JOB HIGHLIGHTS PACK

Role:	HIPPY Coordinator
Department:	Community Development
Reports to:	Community Development Manager
Direct Reports:	3
Location:	55 Reid Rd, Broome WA
Contract Type:	Fixed-Term (2 years), Part-Time (30h weekly)

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

The HIPPY Coordinator is employed by Nyamba Buru Yawuru to oversee the day-to-day responsibilities for HIPPY in the Broome area and to develop additional early childhood projects and programs. The Coordinator has the primary responsibility for all aspects of the local HIPPY Program implementation and management. Please see the **attached Position Description** at the end of this pack for detailed key responsibilities and outcomes of this position.

ESSENTIAL SELECTION CRITERIA

1. Relevant qualifications in Education, Early Childhood, Community Development, Bachelor of Social Work, Diploma of Welfare Studies, or equivalent experience in a related discipline appropriate to the coordination of child, youth family and community services.
2. Experience in working in an early childhood service or system and strong foundations in early childhood development and/or early intervention programs for children and their families.
3. Knowledge of and experience working with children and families, particularly in disadvantaged communities including Aboriginal and/or Torres Strait Islander families or families from culturally and linguistically diverse background.
4. Knowledge of and experience in working to support adult learners
5. Experience in working with local communities and building local networks and relationships with service providers
6. Experience leading and managing a team and working with autonomy
7. Excellent written and oral communication skills and high-level computer literacy skills
8. Strong administrative, organisational and time management skills
9. Experience in budgets, accountability and reporting

DESIRABLE SELECTION CRITERIA

1. Post-secondary qualification and/or equivalent experience in teaching, education, training or other relevant discipline
2. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole

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 GO1 training platform

Salary:

An Attractive Salary package plus 10.5% Superannuation is offered

Salary Packaging

Salary packaging is a government incentive that allows you to use money that previously would have been paid as tax to pay for the items which you have chosen to salary package. Spending pre-tax dollars from your salary will decrease the stated gross income on your Payment Summary (group certificate) and increase your take home pay. As a registered Charitable Institution, eligible NBY employees can salary package up to \$15,900 per year for everyday expenses. Every day expenses may include your mortgage or rent, bills, shopping and petrol.

As Broome is considered a Remote Area, additional benefits may also apply. For further information refer to the AccessPay websites <https://accesspay.com.au/salary-packaging/>

Leave:

4 weeks Annual Leave pro-rata

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 16,222, 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 including a cover letter addressing the selection criteria and your CV.

Should you require further information relating to this position or process, we welcome your call on (08) 9192 9600 and ask for Henrik Loos, Manager Human Resources & Organisational Development.

Applications for this position close **Friday 27th January 2023.**

POSITION	LOCATION	REPORTING RELATIONSHIP
HIPPY Coordinator - Early Childhood Development (30h/week)	Broome, Western Australia	Community Development Manager

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LINE MANAGEMENT RESPONSIBILITIES

- HIPPY Mentors (3x)

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- NBY Management Team
- Internal NBY colleagues
- NBY program participants and community members

KEY RESPONSIBILITIES

LEADERSHIP

- Lead the continuous improvement of HIPPY (Home Interactive Program for Parents and Youngsters)
- Develop and maintain systems to enable accurate and timely reporting to the Community Development Manager
- Engage with stakeholders to identify new initiatives and implement change
- Build and sustain an organisational culture in alignment with NBY’s values
- Effectively communicate the organisation’s strategic direction and team expectations
- Provide coaching and mentoring to staff within the organisation

EARLY CHILDHOOD PROGRAMS AND HIPPY

- Implement and maintain Early Childhood systems, programs and resources
- Participate in design and development of innovative programs to promote Early Childhood development opportunities for Yawuru children
- Develop ‘Cultural Identity’ program for Yawuru children in line with the broader Yawuru Cultural Development framework.
- Implement the Yawuru Early Childhood Development Framework
- Select, train and support Growing Learners Staff for Early Childhood development plan.
- Recruit families to participate in the program and to support their continuing involvement.
- Develop resources and support the HIPPY Advisory Group
- Co-ordinate the implementation of HIPPY Broome to ensure efficient and effective program delivery
- Develop and maintain systems to ensure smooth day-to-day management of the HIPPY program
- Prepare reports and other documentation for HIPPY Australia and Management within set timelines (in conjunction with other HIPPY staff as required)
- In conjunction with the Community Development Manager, as required, develop specifications and coordinate procurement for specialist services, ensuring all work is completed to appropriate standards and meets regulatory requirements while providing appropriate value for money
- Liaise within the local community, including other early childhood service providers, local community organisations and local government

- Co-operate with current research projects, and participate in additional research and evaluation as required.
- Represent NBY in relevant forums and foster strong and effective relationships with key stakeholders, including the Yawuru community, external service providers, government regulators and funders
- In collaboration with the Community Development Manager, manage budgets and develop and maintain systems to ensure accurate and timely financial records
- Develop and maintain systems to collect and manage records in line with NBY's records management framework, privacy policies and relevant legislation
- Develop and maintain systems to identify and manage risks, in line with NBY's risk management framework
- Provide support and supervision of HIPPY staff and unpaid volunteers
- Other duties as required

HIPPY SUBLICENSE AND FUNDING AGREEMENT COMPLIANCE

- Ensure compliance with the Sublicense and Funding Agreement
- Monitor the program budget with the Line Manager
- Inform the Line Manager of critical incidents, complaints or compliance issues.
- Implement and train Mentors on the Home Visiting Policy
- Ensure Mentors have a strong understanding of how HIPPY works including the *Five Essential Features* and the *Ten Guiding Principles*.

NETWORKING

- Develop knowledge of the local community and how best to deliver HIPPY to families
- Build strong links with the other community services and ensure families are referred to appropriate services when needed
- Engage with the national network through regular communication with HIPPY Australia and participation in national and regional HIPPY meetings as advised.

RECRUITMENT

- Employ Mentors who are either participating in the program or are parents/carers who have participated in HIPPY in the previous 12 months prior to their appointment.
- Ensure that Mentors work with between 10-15 families and are employed as a Tutor for a maximum of 2 years.
- Ensure that Mentors meet the Working with Vulnerable People requirements and undergo a Police Check.
- Recruit Families in the community according to targets set out in the Sublicense and Funding Agreement.
- Ensure all enrolled families meet the eligibility criteria
- Organise promotion and marketing of HIPPY to attract families.

DELIVERY

- Ensure delivery of HIPPY for Age 3 commences by March each year, with additional enrolments no later than 31 July each year.
- Stocktake the existing HIPPY Materials and order enough to deliver the program to families and to train Mentors
- Purchase additional support materials required by the HIPPY activity packs.
- Plan and conduct Group Meetings with families every fortnight
- Provide a safe environment for the delivery of HIPPY

RETENTION OF FAMILIES

- Plan retention strategies for families
- Contact and, where appropriate, visit families when specific issues arise.

TRAINING

- Attend HIPPY Australia Coordinator Pre-Service Training
- Undertake HIPPY Training database ETO training
- Undertake Induction Training run by Provider
- Provide pre-service training to Mentors
- Meet with and train the Mentors every week.
- Provide resources and materials for Mentor Training
- Participate in National workshops, webinars and teleconferences as requested by HIPPY Australia

SUPERVISION AND PD

- Plan and organise professional development opportunities for Mentors such as Traineeships/certificates or short courses
- Provide regular supervision for Mentors
- Plan and organise Crossing Bridges Training for Mentors
- Make periodic supervision visits with each Mentor at a home Visit (at least 3 for each Mentor)

- Organise regular supervision and updates with Line Manager
- Attend pre-service Coordinator Training
- Contact the HIPPY Australia Consultant at least once monthly
- Have a strong understanding of the Coordinator Handbook, Tutor Guide and HIPPY Tutor Training Modules
- Complete Ongoing Training Evaluation Forms for all Mentors

QUALITY ASSURANCE

- Keep accurate records for all aspects of program delivery
- Participate in evaluation and research
- Enter all HIPPY Data into ETO in a timely manner
- Enter Quarterly Reporting and Coordinator information
- Seek regular feedback from families
- Develop a system to collate and maintain portfolios for each family
- In conjunction with the Line Manager, organise Site Assessment of Program Quality and visits by HIPPY Australia and provide all documentation as requested
- Create and review the Development Plan with the Line Manager
- Inform the Provider immediately of any trouble encountered with IT Systems
- Attend and collaborate with the Line Manager to organise Advisory Group Meetings

INDIVIDUAL COMMITMENT

- Actively embrace and integrate NBY's vision, mission and values into the role, and model appropriate behaviours
- Works collaboratively with management and staff across the business in support of NBY's strategic objectives
- Maintain a professional approach in the workplace
- 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

KEY OUTCOMES OF THIS POSITION

LEADERSHIP

- Community development strategies and initiatives are developed, reviewed and implemented in alignment with NBY's Strategic plan
- An organisational culture is built and sustained in alignment with NBY values

EARLY CHILDHOOD PROGRAMS AND HIPPY

- Holistic, innovative, integrated Early Childhood programs are delivered to agreed specifications for time, cost and scope, in alignment with the NBY Strategic Plan
- Mutually beneficial partnerships are established and maintained with internal and external stakeholders enabling optimal outcomes for the Yawuru community
- Structured education-focused early learning programs are delivered
- Improved preparedness for school and strengthen school participation for Yawuru children is achieved
- Parents and carers confidence is built and skills increased to create a positive home learning environment
- Employment and community leadership opportunities are supported for HIPPY Coordinator, Mentors and parents

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

10. Relevant qualifications in Education, Early Childhood, Community Development, Bachelor of Social Work, Diploma of Welfare Studies, or equivalent experience in a related discipline appropriate to the coordination of child, youth family and community services.

11. Experience in working in an early childhood service or system and strong foundations in early childhood development and/or early intervention programs for children and their families.
12. Knowledge of and experience working with children and families, particularly in disadvantaged communities including Aboriginal and/or Torres Strait Islander families or families from culturally and linguistically diverse background.
13. Knowledge of and experience in working to support adult learners
14. Experience in working with local communities and building local networks and relationships with service providers
15. Experience leading and managing a team and working with autonomy
16. Excellent written and oral communication skills and high level computer literacy skills
17. Strong administrative, organisational and time management skills
18. Experience in budgets, accountability and reporting

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

1. Post-secondary qualification and/or equivalent experience in teaching, education, training or other relevant discipline
2. Previous knowledge of barriers faced by Yawuru people and the Yawuru community as a whole

PRE-EMPLOYMENT REQUIREMENTS

1. A 'Working with Children/Vulnerable People Check' in Western Australia is essential
2. Current 'C' Class driver's licence
3. National police clearance

CERTIFICATION

Details contained in this document are an accurate statement of duties, responsibilities and other requirements of the role.

HIPPY Coordinator: _____ Signature: _____ Date _____

Approved Delegate: _____ Signature: _____ Date _____