

JOB HIGHLIGHTS PACK

Role:	Coordinator Youth Training and Employment
Department:	Community Development
Reports to:	Community Development Manager
Direct Reports:	2
Location:	55 Reid Rd, Broome WA
Contract Type:	Full-time position

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 Program Coordinator for Youth Training & Employment is responsible for the development, implementation, management and maintenance of NBY’s Youth, Training & Employment programs. Overseeing the management and delivery of NBY & Shell Prelude’s Sustainable Employment Program Warrmijala Murrugurlayi and service delivery in Youth Development to build capacity and develop future leaders. 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. Holds or is actively working towards relevant qualifications in community development
2. Minimum of two years experience in Employment Services or a related Service industry
3. Ability to deliver projects to agreed specification for time, cost and scope
4. Outstanding communication, interpersonal and organisational skills coupled with effective problem solving and conflict resolution skills;
5. High level administration skills including Microsoft Office Suite and experience.

DESIRABLE SELECTION CRITERIA

1. Tertiary qualification and/or equivalent experience in a relevant discipline;
2. Previous knowledge of barriers faced by Yawuru people and the Aboriginal community as a whole;
3. 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 GO1 training platform

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/>

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 9603 and ask for Henrik Loos, Manager Human Resources & Organisational Development.

Applications for this position close **Friday, 07 April 2023**

POSITION	LOCATION	REPORTING RELATIONSHIP
Coordinator Youth Training & Employment	Broome, Western Australia	Reports to Manager – Community Development

ORGANISATIONAL CONTEXT

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PRIMARY FUNCTION

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LINE MANAGEMENT RESPONSIBILITIES

- 2 x Youth Training and Employment Mentors

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- NBY management team
- Internal NBY colleagues
- Yawuru and non-Yawuru community stakeholders
- Local, State, and Commonwealth Government staff
- Community service partners and stakeholders as appropriate
- Local employers and employer groups
- Local training providers

KEY RESPONSIBILITIES

The below tasks are in support of and as directed by the Manager – Community Development

LEADERSHIP

- Provide coaching and mentoring to staff within the organisation
- Develop accurate and timely reporting to the Manager – Community Development
- Supervise and ensure the implementation of all program delivery plans and employer engagement model
- Manage budget and develop and maintain systems to ensure accurate and timely financial records
- Develop and maintain relationships with internal and external stakeholders, including relevant government agencies and service providers
- Build and sustain an organizational culture in alignment with NBY’s values
- Effectively communicate the organisation’s strategic direction and team expectations

PROVIDE QUALITY JOB PLACEMENT SERVICES TO JOB SEEKERS AND EMPLOYERS

- Supervise and ensure the implementation of Warrmijala Murrgurlyayi Sustainable Employment Program delivery Plan and Employer Engagement Model;
- Compile and maintain a comprehensive labour market profile for the purpose of understanding and forecasting supply and demand (labour trends) and employment requirements;
- Compile and maintain a pre-employment and vocational training mapping schedule of Registered Training Organisations (RTO) to identify training providers that will support the outcomes of the program;

- Complete all administrative, organisational and compliance requirements;

YOUTH DEVELOPMENT

- Develop, implement and maintain systems to develop the capacity of young Yawuru people, in accordance with NBY's Strategic Plan, policies and relevant legislation
- Coordination and management of the Mangayin Encouraging Excellence Scholarship Fund
- Coordinate the design and development of innovative programs to engage and develop the potential capacity of young Yawuru people
- Represent NBY in relevant forums and foster strong and effective relationships with key stakeholders
- Proactively engage with the Yawuru community to promote youth programs and activities

INDIVIDUAL COMMITMENT

- 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 so they can realise their full potential.

KEY OUTCOMES OF THIS POSITION

YOUTH, TRAINING & EMPLOYMENT

- Youth, Training & Employment 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 within the Youth, Training and Employment team
- Systems are in place to collect and manage records in line with NBY's records management framework, privacy policies and relevant legislation
- Develop relationships with key stakeholders
- Collect and analyse education and employment data and statistics to create a demographic profile to inform programs around Youth, Training & Employment outcomes

TRAINING & EMPLOYMENT

- To generate sustainable employment opportunities for Yawuru and other Aboriginal youth in Broome; by delivery of the Warrmijala Murrgurlyai program to meet or exceed contractual targets

YOUTH

- Implement systems and policies to attract and maintain engagement of Yawuru Youth
- Continuous funding for Mangayin Encouraging Excellence Scholarship Fund

MABU LIYAN FRAMEWORK

- To enhance and improve the wellbeing of participants and their families through implementation of the Mabu Liyan Framework
- Delivery of programs aligned with the Mabu Liyan Framework

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. Holds or is actively working towards relevant qualifications in community development
2. Minimum of two years experience in Employment Services or a related Service industry
3. Ability to deliver projects to agreed specification for time, cost and scope
4. Outstanding communication, interpersonal and organisational skills coupled with effective problem solving and conflict resolution skills;
5. High level administration skills including Microsoft Office Suite and experience.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Tertiary qualification and/or equivalent experience in a relevant discipline;
2. Previous knowledge of barriers faced by Yawuru people and the Aboriginal community as a whole;
3. Existing networks within the community support and development sector including government and non-government agency contacts.

PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's license
2. National Police Clearance
3. Current Working With Children check