

JOB HIGHLIGHTS PACK

Role:	Coordinator Youth Training and Employment
Department:	Community Development
Reports to:	Community Development Manager
Direct Reports:	2 - 3
Location:	55 Reid Rd, Broome WA
Contract Type:	Full-time / 2-Year Fixed-Term 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.

JOB SUMMARY

The 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's Sustainable Employment Program Warmijala Murrgurlayi (Rise Up to Work)
- Service delivery in youth development to build capacity and develop future leaders
- Day to day management of two Warmijala Murrgurlayi Mentors (youth workers).

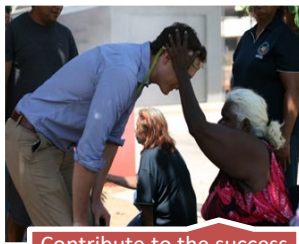
ESSENTIAL SELECTION CRITERIA

1. Holds or is actively working towards relevant qualifications in community development or youth work
2. Minimum of two years' experience in youth work, 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
5. Effective problem solving and conflict resolution skills
6. 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



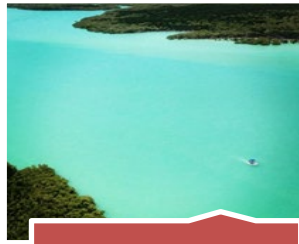
Active Social 'Binda Binda' (Butterfly) Club



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



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 can be submitted via SEEK or via email to Bronwyn Clark, Manager Human Resources & Organisational Development at recruitment@yawuru.org.au. Please include a cover letter addressing the selection criteria and your current CV.

Should you require further information relating to this position please call Rhiana Powers, Community Development Manager on 08 9192 9600.

Applications for this position close at **5pm Tuesday, 30 September 2025.**

We reserve the right to close applications if a suitable applicant is appointed prior to the closing date.

POSITION	LOCATION	REPORTING RELATIONSHIP
Coordinator Youth Training & Employment	Broome, Western Australia	Reports to Manager – Community Development Unit (CDU)
ORGANISATIONAL CONTEXT		
<i>“Making mabu liyan real for all, always”</i> <i>People, land, culture, prosperity</i> 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 helps to provide social, cultural, environmental, and financial sustainability for the future of Yawuru people.		
PRIMARY FUNCTION		
The Youth Training & Employment Coordinator 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 Warrmijala Murrugulayi (WM) Sustainable Employment Program, and the delivery in Youth Development to build capacity and develop future leaders.		
LINE MANAGEMENT RESPONSIBILITIES		COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES
• Training & Employment Mentor/s • Industry Engagement Lead		• NBY Management Team • Internal NBY Colleagues • Yawuru and non-Yawuru Community Stakeholders • WM Funding Provider (Shell Prelude) • Employment Service Providers • Local & Regional Employers • Registered Training Providers
KEY RESPONSIBILITIES		
PROGRAM COORDINATION		
• Manage the WM program delivery to meet objectives and outcomes outlined in the Shell Prelude Funding Agreement and subsequent agreements with Department of Primary Industries and Regional Development, as well as WA Tourism. • Supervise and ensure the implementation of Warrmijala Murrugulayi Sustainable Employment Program Delivery Plan and Employer Engagement Model. • Establish, launch, and deliver the Industry Engagement project funded by the Kimberley Development Commission to: ○ Broker jobs and industry relationships for the Warrmijala Murrugulayi program ○ Deliver bespoke training for Aboriginal inclusion for key industries aligned to Warrmijala Murrugulayi ○ Deliver a communications campaign called ‘Local Jobs for Local Mob’ to support increased employment of Aboriginal people by local businesses. ○ Research and utilise labour market profiles for the purpose of understanding and forecasting supply and demand (labour trends) and employment requirements. • Provide coaching, mentoring and performance management to staff within the Youth, Training & Employment team. • Develop accurate and timely reporting to the CDU Manager and NBY executives. • Coordinate the implementation of all program delivery plans and employer engagement model. • Manage the WM budget with the CDU Manager 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 organisational culture in alignment with NBY's values.
- Effectively organise work programs to achieve and communicate the organisation's strategic direction and team expectations.
- Complete all administrative, organisational and compliance requirements.

YOUTH DEVELOPMENT

- Deliver the Mangayin Encouraging Excellence Scholarships program and Yawuru Youth Ambassadors program.
- Develop, implement, and maintain systems to develop the capacity of Yawuru youth, in accordance with NBY's Strategic Plan, policies and relevant legislation.
- Coordinate the design and development of innovative programs to engage and develop the potential capacity of Yawuru youth.
- 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 strategies, and initiatives are developed, reviewed, and implemented in alignment with NBY's Strategic and Operational Plan and objectives.
- 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 and maintain relationships with key stakeholders.
- To generate sustainable employment opportunities for Yawuru and other Aboriginal youth in Broome by delivery of the Warrmijala Murrnguranyi program to meet or exceed contractual targets.
- Implement systems and policies to attract and maintain engagement of Yawuru youth.
- Enhance program effectiveness and evaluation through implementation of 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

CERTIFICATION

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

Youth Training & Employment Coordinator: _____ Signature: _____ Date: _____

Approved Delegate: _____ Signature: _____ Date _____