

JOB HIGHLIGHTS PACK

Role:	Early Years Coordinator
Department:	Mabu Yawuru Ngan-ga (Language) Centre
Reports to:	Early Years Program Manager
Direct Reports:	3
Location:	55 Reid Rd, Broome WA
Contract Type:	Full-time / 3-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 Early Years Coordinator plays a key role in supporting the delivery and coordination of Yawuru early childhood language programs. Working closely with the Early Years Program Manager, the Coordinator ensures that day-to-day program activities are effectively planned, culturally appropriate, and meet the learning and wellbeing needs of young children and their families. This role provides direct supervision and support to Early Childhood Educators and Trainees and embeds Yawuru language and values into early years delivery through strong partnerships with families, schools, and early learning centres.

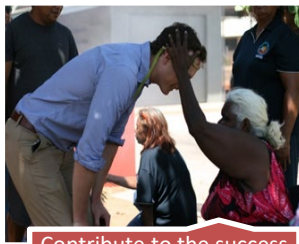
ESSENTIAL SELECTION CRITERIA

1. Experience working in early childhood education, Indigenous language revitalisation, or community development.
2. Strong understanding of Yawuru culture, values, and language, with the ability to work respectfully within cultural protocols.
3. Demonstrated ability to lead small teams and support the growth of emerging educators or trainees.
4. Excellent interpersonal and communication skills, especially in engaging families and working with children.
5. Strong organisational and planning abilities, with a proactive and collaborative work style.
6. Ability to assist with capturing attendance, participation, and learning reflections to support program monitoring and reporting, in collaboration with the Impact, Evaluation, and Communications Lead.

DESIRABLE SELECTION CRITERIA

1. Yawuru community connection or knowledge of Broome-based Aboriginal language contexts.
2. Certificate III/IV in Early Childhood Education, Education Support, or Indigenous Language Work, or willingness to undertake relevant study.
3. Experience working in Aboriginal-led programs or education settings.
4. Basic reporting, documentation, or monitoring experience.

BENEFITS OF WORKING FOR NYAMBA BURU YAWURU



Contribute to the success of Broome's Traditional Owner Group



Generous salary packaging



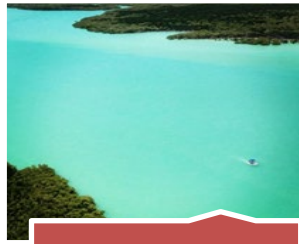
Active Social 'Binda Binda' (Butterfly) Club



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 Taliah Payne, Chief Operating Officer, on 08 9192 9600.

Applications for this position close at **5pm Tuesday, 21 October 2025.**

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

POSITION	LOCATION	REPORTING RELATIONSHIP
Early Years Coordinator	Broome, Western Australia	Reports to the Early Years Program Manager

ORGANISATIONAL CONTEXT

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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 helps to provide social, cultural, environmental and financial sustainability for the future of Yawuru people.

PRIMARY FUNCTION

The Early Years Coordinator plays a key role in supporting the delivery and coordination of Yawuru early childhood language programs. Working closely with the Early Years Program Manager, the Coordinator ensures that day-to-day program activities are effectively planned, culturally appropriate, and meet the learning and wellbeing needs of young children and their families. This role provides direct supervision and support to Early Childhood Educators and Trainees and embeds Yawuru language and values into early years delivery through strong partnerships with families, schools, and early learning centres.

LINE MANAGEMENT RESPONSIBILITIES

- Early Childhood Educators / Language Specialist x 2
- Trainee Early Childhood Educators / Language Specialist x 4

COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES

- CEO and COO
- Mabu Yawuru Ngan-ga Manager
- Early Years Manager
- Impact, Evaluation & Communications Lead
- NBY program participants and community members
- Other NBY Stakeholders as required

KEY RESPONSIBILITIES

PROGRAM DELIVERY AND COORDINATION

- Assist with the coordination and scheduling of early years language programs, including playgroups, school-based sessions, and community outreach activities.
- Ensure daily program activities are engaging, culturally safe, developmentally appropriate, and aligned with the Yawuru language revitalisation strategy.
- Support the preparation of teaching materials, cultural resources, and lesson plans in collaboration with language specialists and educators.

TEAM SUPERVISION AND SUPPORT

- Provide day-to-day supervision and mentoring to Early Childhood Educators and Trainee Language Specialists.
- Support the professional development of team members by modelling best practice and encouraging reflection and growth.
- Promote a positive and collaborative team culture grounded in Yawuru values, respect, and cultural protocol.

COMMUNITY ENGAGEMENT AND RELATIONSHIP BUILDING

- Build strong, trusting relationships with Yawuru families and community members to support early childhood participation and cultural learning.
- Act as a liaison between the Mabu Yawuru Ngan-ga team and local schools, childcare centres, and early years services to ensure program alignment and support.

- Promote active involvement of Elders, parents, and caregivers in language learning and intergenerational knowledge sharing.

MONITORING AND LEARNING

- Support the collection of feedback, attendance data, and reflections to contribute to program improvement and learning discussions.
- Participate in regular team planning, reviews, and reflective practice sessions led by the Early Years Program Manager.
- Assist in identifying emerging needs, opportunities, or challenges in early years programming and workforce support.

WORKFORCE PATHWAYS AND MENTORSHIP

- Support the implementation of the Yawuru Early Years Language Workforce Succession Strategy by guiding Trainees through structured learning and placement opportunities.
- Foster a learning environment that encourages youth and community members to pursue career pathways in early childhood education and language revitalisation.

CULTURAL AND PEDAGOGICAL LEADERSHIP

- Lead the integration of the Mabu Liyan / Belonging, Being and Becoming framework into all Yawuru early years ngan-ga programs, ensuring alignment with NBY values and community aspirations.
- Develop and implement culturally responsive evaluation tools that measure children's learning and wellbeing in relation to both the Mabu Liyan Framework and Early Years Learning Framework.
- Provide targeted professional development to staff on applying the framework in culturally safe and relevant ways, including planning, learning cycles, and responding to children's behaviour.
- Lead the development of culturally grounded early childhood ngan-ga programs that embed Belonging, Being and Becoming principles.
- Ensure reflective practice frameworks capture children's learning and wellbeing holistically, incorporating NBY learning tools.
- Facilitate partnerships with families, Elders, NBY stakeholders, and community organisations to strengthen program impact and cultural connection

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
- 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

YAWURU LANGUAGE AND EARLY YEARS SERVICES

- Yawuru early years language and cultural programs are delivered to a consistently high standard, reflecting Yawuru values, cultural protocols, and early childhood learning principles.
- Early Childhood Educators and Trainee Language Specialists receive effective supervision, mentoring, and professional development, strengthening skills, confidence, and cultural leadership.
- Yawuru workforce development pathways are advanced through structured placements, guidance for trainees, and promotion of culturally appropriate career progression.
- Day-to-day scheduling, planning, and resource preparation are managed efficiently, with the Coordinator contributing to reflective practice, reviews, and program improvement.
- Families, Elders, and community members are active partners in program delivery, fostering intergenerational knowledge sharing and cultural connection.

- The role strengthens Yawuru capacity and leadership, contributing to long-term community-led, culturally informed early childhood education and language revitalisation

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

7. Experience working in early childhood education, Indigenous language revitalisation, or community development.
8. Strong understanding of Yawuru culture, values, and language, with the ability to work respectfully within cultural protocols.
9. Demonstrated ability to lead small teams and support the growth of emerging educators or trainees.
10. Excellent interpersonal and communication skills, especially in engaging families and working with children.
11. Strong organisational and planning abilities, with a proactive and collaborative work style.
12. Ability to assist with capturing attendance, participation, and learning reflections to support program monitoring and reporting, in collaboration with the Impact, Evaluation, and Communications Lead.

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

5. Yawuru community connection or knowledge of Broome-based Aboriginal language contexts.
6. Certificate III/IV in Early Childhood Education, Education Support, or Indigenous Language Work, or willingness to undertake relevant study.
7. Experience working in Aboriginal-led programs or education settings.
8. Basic reporting, documentation, or monitoring experience.

PRE-EMPLOYMENT REQUIREMENTS

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

CERTIFICATION

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

Mabu Yawuru Ngan-ga Manager: _____ Signature: _____ Date _____

CEO: _____ Signature: _____ Date _____