

JOB HIGHLIGHTS PACK

Role:	Early Years Program Manager
Department:	Mabu Yawuru Ngan-ga (Language) Centre
Reports to:	Chief Operating Officer
Direct Reports:	1
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 primary function of the Early Years Program Manager is to lead and oversee the development, delivery, and coordination of culturally grounded early childhood language programs that build Yawuru community capacity. This role ensures the growth of a skilled, culturally informed Yawuru early years workforce through strategic planning, staff supervision, and integrated training pathways.

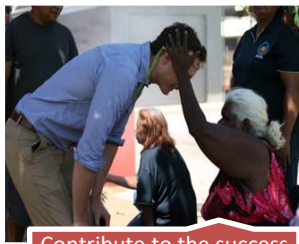
ESSENTIAL SELECTION CRITERIA

1. Demonstrated experience in early childhood education, program delivery, or Indigenous language revitalisation.
2. Strong leadership and team management capabilities, with a commitment to mentoring and capability-building.
3. Proven experience in planning, reporting, and delivering community or educational programs.
4. Excellent interpersonal and communication skills to engage with stakeholders, Elders, families, and institutional partners.
5. Deep understanding of Aboriginal community-led education and cultural protocols.
6. Strong organisational skills including the ability to manage competing priorities and deliver a range of projects to agreed specifications for time, cost and scope.
7. Proficient word processing and data entry and analysis skills using Microsoft Office and Share Point along with the ability to use document management systems.

DESIRABLE SELECTION CRITERIA

1. Yawuru language skills or demonstrated connection to Yawuru Country and community.
2. Formal qualifications in Early Childhood Education, Education Support, Linguistics, or Indigenous Language Work.
3. Experience coordinating accredited training pathways or professional development programs.
4. Familiarity with evaluation frameworks and curriculum design in Aboriginal education contexts.
5. Knowledge and understanding of Yawuru, culture and values.

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 will remain open until the position is filled.

POSITION	LOCATION	REPORTING RELATIONSHIP
Early Years Program Manager	Broome, Western Australia	Reports to the Mabu Yawuru Ngan-ga Manager

ORGANISATIONAL CONTEXT

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PRIMARY FUNCTION

The primary function of the Early Years Program Manager is to lead and oversee the development, delivery, and coordination of culturally grounded early childhood language programs that build Yawuru community capacity. This role ensures the growth of a skilled, culturally informed Yawuru early years workforce through strategic planning, staff supervision, and integrated training pathways.

LINE MANAGEMENT RESPONSIBILITIES

- Early Years Coordinator
- 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
- Impact, Evaluation & Communications Lead
- NBY Management colleagues
- NBY program participants and community members
- Other NBY Stakeholders as required

KEY RESPONSIBILITIES

PROGRAM LEADERSHIP AND MANAGEMENT

- Lead the strategic design, implementation, and continuous improvement of early years language programs that reflect Yawuru values, community priorities, and best practice in early childhood development.
- Oversee daily operations of early years programming, including scheduling, resource management, and coordination across schools, early learning centres, and cultural spaces.
- Develop, review, and implement early years language programs and systems in alignment with NBY's Strategic Plan.
- Anticipate emerging challenges affecting demand and delivery and design strategies to achieve NBY's goals.
- Maintain systems to ensure timely reporting, effective communication of strategic direction, and clarity of team expectations.
- Support program innovation to promote widespread adoption of Yawuru language.
- In collaboration with the Manager – Mabu Yawuru Ngan-ga, manage budgets, financial systems, and procurement of specialist services, ensuring compliance, standards, and value for money.
- Uphold recordkeeping, privacy, and risk management frameworks in line with NBY policies and legislation

WORKFORCE AND LEADERSHIP DEVELOPMENT

- Design and implement culturally grounded education, training, and employment pathways to grow a sustainable Yawuru early years workforce.
- Mentor and support Yawuru educators and trainees to build skills, confidence, and readiness for leadership and specialist roles.
- Foster intergenerational knowledge transfer by supporting Elders, educators, and youth to engage in reciprocal teaching and learning processes.

- Deliver professional development that strengthens both cultural and pedagogical skills, embedding Mabu Liyan/Belonging, Being and Becoming into practice

ORGANISATIONAL CAPACITY AND SELF-DETERMINATION

- Strengthen the internal capabilities of the Early Years team to plan, govern, and deliver high-quality programs independently and sustainably.
- Support the integration of cultural governance frameworks into program delivery and workforce development.
- Facilitate ongoing reflection and learning to ensure adaptability, cultural integrity, and responsiveness to future challenges and opportunities

EVALUATION AND LEARNING

- Collaborate with the Impact, Evaluation and Communications Lead to embed reflective practice and adaptive learning throughout the early year's portfolio.
- Oversee program evaluation measuring both Mabu Liyan and Early Years Learning Framework outcomes.
- Contribute to learning discussions focused on:
 - Community skill and leadership development across generations.
 - Training pathways that reflect cultural priorities and support readiness for employment and responsibility.
 - Governance and delivery capacity enabling long-term self-determination.
 - Resilience and adaptability across people and systems

STAKEHOLDER ENGAGEMENT AND PARTNERSHIPS

- Build and maintain strong relationships with Yawuru families, Elders, schools, training providers, and community stakeholders to ensure alignment and shared ownership of outcomes.
- Facilitate partnerships that strengthen program impact, cultural connection, and long-term sustainability.
- Represent the Early Years Program in regional and national networks to promote innovation, share learnings, and advocate for Indigenous-led early childhood development.

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

- Early years programs reflect Yawuru values, cultural priorities, and national early childhood frameworks.
- Children and families experience high-quality, culturally appropriate learning opportunities.
- A skilled, confident, and sustainable Yawuru early years workforce is developed through clear training and leadership pathways.
- Increased retention and progression of Yawuru language educators and trainees.
- Elders, families, and community are active partners in shaping and delivering programs.
- Strong partnerships with schools, government, and stakeholders support program impact and sustainability.
- Systems for evaluation, governance, and risk management ensure accountability, cultural integrity, and continuous improvement

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

8. Demonstrated experience in early childhood education, program delivery, or Indigenous language revitalisation.
9. Strong leadership and team management capabilities, with a commitment to mentoring and capability-building.
10. Proven experience in planning, reporting, and delivering community or educational programs.
11. Excellent interpersonal and communication skills to engage with stakeholders, Elders, families, and institutional partners.
12. Deep understanding of Aboriginal community-led education and cultural protocols.
13. Strong organisational skills including the ability to manage competing priorities and deliver a range of projects to agreed specifications for time, cost and scope
14. Proficient word processing and data entry and analysis skills using Microsoft Office and Share Point along with the ability to use document management systems

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

6. Yawuru language skills or demonstrated connection to Yawuru Country and community.
7. Formal qualifications in Early Childhood Education, Education Support, Linguistics, or Indigenous Language Work.
8. Experience coordinating accredited training pathways or professional development programs.
9. Familiarity with evaluation frameworks and curriculum design in Aboriginal education contexts.
10. Knowledge and understanding of Yawuru, culture and values

PRE-EMPLOYMENT REQUIREMENTS

1. Current 'C' Class driver's licence
2. National police clearance

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 _____

