

JOB HIGHLIGHTS PACK

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| Role: | Early Childhood Education Project Facilitator |
| Department: | Community Development |
| Reports to: | Mabu Yawuru Ngan-ga Coordinator |
| Direct Reports: | Nil |
| Location: | 55 Reid Rd, Broome WA |
| Contract Type: | Full-time |

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 Project Facilitator for Wangarralangga Ngan-ga is responsible for research, planning and delivery of the Wangarralangga Ngan-ga (Early Childhood Education - ECE) Pilot Program. Please see the **attached Position Description** at the end of this pack for detailed key responsibilities and outcomes for this position.

ESSENTIAL SELECTION CRITERIA

1. Teaching qualification or equivalent;
2. Ability to work independently and collaboratively as part of a team;
3. Good organisational skills with the ability to prioritise and manage your workload;
4. Good oral and written communication skills, including the ability to interact with ECE stakeholders;
5. Good interpersonal skills including the ability to facilitate meetings and implement training;
6. Ability to conduct program development and implementation;
7. Good computer skills with the ability to utilise Microsoft software package.

DESIRABLE SELECTION CRITERIA

1. Yawuru Community member
2. Early Childhood Education Qualification and or 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



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, 09 June 2023**

| POSITION | LOCATION | REPORTING RELATIONSHIP |
|--|---|---------------------------------|
| Wanggarralangga Ngan-ga Project Facilitator | Broome, Western Australia | Mabu Yawuru Ngan-ga Coordinator |
| ORGANISATIONAL CONTEXT | | |
| <p><i>“Making mabu liyan real for all, always”</i> <i>People, land, culture, prosperity</i></p> <p>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.</p> | | |
| PRIMARY FUNCTION | | |
| To research, plan and deliver the Wanggarralangga Ngan-ga (Early Childhood Education - ECE) Pilot Program. | | |
| LINE MANAGEMENT RESPONSIBILITIES | COMMUNICATIONS AND ENGAGEMENT RESPONSIBILITIES | |
| <ul style="list-style-type: none"> NIL | <ul style="list-style-type: none"> Mabu Yawuru Ngan-ga Co-ordinator NBY Management Team Internal NBY colleagues NBY program participants and community members Yawuru Teachers | |
| KEY RESPONSIBILITIES | | |
| <p>WANGGARRALANGGA NGAN-GA PROGRAM IMPLEMENTATION</p> <ul style="list-style-type: none"> Coordinate and deliver the Wanggarralangga Ngan-ga Program pilot initiative Develop appropriate culturally appropriate early childhood specific resources and packages Report and update program progress to Mabu Yawuru Ngan-ga Co-ordinator Liaise with relevant early childhood stakeholders to identify language resources required Support the development, training and implementation of language specific resources Continuously improve personal Yawuru language skills and increase conversational Yawuru in everyday life Share language with the Yawuru and broader community (with family, at work etc.) Participate in ‘on country’ excursions Attend external training when required (RNLD training) Conduct regular review of program and develop strategies to implement required improvements <p>ADMINISTRATION</p> <ul style="list-style-type: none"> Manage own workload and exercise initiative in the application of work procedures and use time management, planning and priority setting to achieve objectives. Accurately and timely record self-assessments program outputs and outcomes. Conduct Term program overview and other reporting requirements <p>INDIVIDUAL COMMITMENT</p> <ul style="list-style-type: none"> Actively embrace and integrate NBY’s vision, mission and values into the role, and model appropriate behaviors | | |

- 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

WANGARRALANGGA NGAN-GA PROGRAM IMPLEMENTATION

- Wangarralangga Ngan-ga program planned and delivered to required quality
- Establish and grow effective partnerships with local ECE providers to build a collaborative community of practice
- Immerse Yawuru Ngan-ga into existing ECE programs and support the engagement of early childhood families promoting Yawuru Ngan-ga from education to home environment
- Undertake planning, preparation and negotiations to establish a targeted learning program inclusive of NBY and ECE outcomes.

ADMINISTRATION

- Evaluation and review of program delivery is conducted
- Reporting requirements are met and completed on time

INDIVIDUAL COMMITMENT

- Contributes meaningfully to NBY, building and sustaining an organisational culture in alignment with its values
- NBY's vision, mission and values are incorporated into all activities, and appropriate behaviors 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. Teaching qualification or equivalent
2. Ability to work independently and collaboratively as part of a team
3. Good organisational skills with the ability to prioritise and manage your workload
4. Good oral and written communication skills, including the ability to interact with ECE stakeholders
5. Good interpersonal skills including the ability to facilitate meetings and implement training
6. Ability to conduct program development and implementation
7. Good computer skills with the ability to utilise Microsoft software package

DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS

1. Yawuru Community member
2. Early Childhood Education Qualification and or experience

PRE-EMPLOYMENT REQUIREMENTS

- Current 'C' Class driver's licence
- National police clearance
- Working With Children's Check