

EDUCATION PROGRAM COORDINATOR

- * \$85,000 neg.
- * **Tom Price (Pilbara) location**
- * Salary Packaging
- * Subsidised company accommodation

Gumala Aboriginal Corporation (GAC) is one of Australia's largest Indigenous organisations, working to alleviate poverty and promote self-determination for the Banyjima, Innawonga and Niyaparli people of the Pilbara region in Western Australia.

We have an exciting opportunity for an energetic, well-organised individual with strong people skills who is passionate about the education of young people, and early childhood education in particular. The primary focus of the role is to lead the delivery of Gumala's 3a early childhood education program to remote communities in the Pilbara region of Western Australia. 3a is an evidence-based teaching and learning program that involves the parents of young children and incorporates educational games, conversational reading and enriched care-giving. The Education Program Coordinator also will identify funding opportunities, and develop and manage projects to improve education outcomes within the Gumala communities.

Other responsibilities include but are not limited to:

- Promote 3a program awareness and parental involvement
- Oversee facilities and supervision of staff at education centres
- Develop strategies to increase attendance of children at 3a centres and schools
- Source external funding to expand education program development
- Ensure programs meet funding requirements including budgets and reporting schedule

Our ideal candidate will have:

- Strong demonstrated experience working with Aboriginal people, particularly in remote communities.
- Excellent organisational, administrative and record-keeping skills.
- Ability to work effectively with a wide range of internal and external stakeholders.
- Competency using the Microsoft Office Suite.
- Grant writing experience and management of funded programs.
- Understanding of the cultural, political, economic and social issues affecting Aboriginal people in Western Australia.
- Current "C'-class drivers' licence and current Working With Children Check.

Preference will be given to suitably qualified and experienced Aboriginal and Torres Strait islander people in line with Gumala's desire to increase workforce diversity and Aboriginal representation.

For further information about GAC and to see the position description, visit our website <http://gumala.com.au/>

How to apply for this job:

Your covering letter should detail how you meet the selection criteria identified in this advertisement. Please send your application, including a current resume to: jobs@gumala.com.au **Applications close 26 November 2017. This position is contingent on funding, and the appointment is expected to take effect on 15 January 2018.**



GUMALA
ABORIGINAL CORPORATION

EDUCATION PROGRAM COORDINATOR

Role statement

The purpose of this position is to lead Gumala's 3a (Abecedarian Approach Australia) early childhood education program; and identify and manage other education projects to improve education outcomes. These projects include overseeing and supporting GAC homework centres; and efforts to improve youth transition to vocational and higher education and work. The Education Program Coordinator directly manages and supports the 3a educators operating in centres across the Pilbara, ensuring curriculum requirements are met and standards are maintained through provision of training and support for educators and parents.

The Education Program Coordinator is responsible for reporting, financial accountability, and external stakeholder engagement.

Duties and Responsibilities

MANAGEMENT AND LEADERSHIP:

- Identify, manage and support education program opportunities and delivery.
- Ensure 3a curriculum requirements are met and maintained, requiring regular travel to centres across the Pilbara.
- Ensure all centre staff receive appropriate training and mentoring.
- Promote program awareness throughout the communities and among Gumala members.
- Oversee facilities management and supervision of education centres.
- Coordinate the collection of attendance data and student records ensuring proper records are maintained.
- Consult and liaise with partnering organisations, government departments, educational institutions and funding bodies in relation to the delivery of the 3a program.
- Ensure adequate staffing of centres at all times, with particular emphasis on employment of Aboriginal people.
- Incorporate cultural, linguistic and familial values and beliefs into the education program; and develop culturally appropriate learning resources.
- Facilitate, develop and assist with educational opportunities for Gumala children enrolled in Primary and Secondary schools
- Develop strategies to increase the percentage of school-ready children, and improve the participation of young children in 3a Centres

FUNDING ACQUISITION AND REPORTING:

- Source external funding opportunities to expand education program development.
- Work collaboratively with partnering organisations, government agencies, educational institutions and funding bodies in relation to program delivery and sponsorship.
- Ensure all programs meet funding requirements including budgets, time frame, resource allocation, scope, risk management and reporting schedule.

The logo for Gumala Aboriginal Corporation features the word "GUMALA" in large, white, stylized, hand-painted letters. Below it, the words "ABORIGINAL CORPORATION" are written in smaller, yellow, hand-painted letters. The background is a textured, reddish-brown surface, possibly representing a wall or a natural rock face.

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- Complete reports for funding bodies including financial acquittals.
- Provide regular updates to Operations Manager

You may be required to perform other related duties as assigned.

Health & Safety

As part of your duties and responsibilities, you are also expected to:

- Take reasonable care for your own health and safety;
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as you are reasonably able with any reasonable instruction given by GAC to allow the corporation to comply with health and safety legislation; and
- Cooperate with any reasonable policy or procedure of GAC which relates to work health or safety and that has been notified to workers.

Additional Information

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important duties and responsibilities of the position. The duties and responsibilities mentioned may be altered in accordance with the changing requirements of the role.

Selection Criteria

Experience

- Strong demonstrated experience working with Aboriginal people including remote communities.
- Proven success and experience managing remote teams.

Skills

- High-level written and verbal communication.
- High-level interpersonal and negotiation.
- Strong time management, organisational and problem-solving.
- Proficient in the use of Microsoft office suite.
- Stakeholder management.
- Project management.
- People management.
- Budget management.
- Effective communication.

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Abilities

- Work independently and as a member of a cross functional team.
- Lead and mentor staff.
- Work with parents, children and other community members.
- Willingness to travel to centres in the Pilbara and occasionally to Perth.
- Personal resilience and the ability to manage stressful and frustrating situations.
- Grant writing.

Knowledge & Qualifications Required

Qualifications (Desirable but not essential)

- Tertiary qualification in either Community, International Development, Behavioural Sciences, Allied Health, Early Childhood or a related discipline
- Current TRBWA registration.

Qualifications (Required)

- Current C Class driver's licence – Advanced FWD training desirable.
- Current Working with Children's Check Certificate
- Understanding of the cultural, political, economic and social issues affecting Aboriginal people in Western Australia.