



JOB PACK

*Regional Program Manager,
Northern Territory*

Acknowledgement of Country

NASCA acknowledges and pays respect to the Traditional Owners and Custodians of country throughout Australia. We honour and respect the cultural heritage, customs and beliefs of all Aboriginal and Torres Strait Islander people. We recognise that Aboriginal and Torres Strait Islander peoples have spiritual social and cultural connections with their traditional lands and waters. We would like to express our sincerest gratitude to the communities on whose land NASCA works.



NASCA has been working in remote communities in the Northern Territory for almost 20 years. Our focus is to increase school engagement and support positive outcomes for young Aboriginal participants in Central Desert communities. Partnering with nine remote schools, we work in each community delivering hundreds of hours of mentoring, personal development activities, and community events.

The successful applicant for the Regional Program Manager position will have the exciting opportunity to play a lead role working with NASCA to shape the strategic redesign for components of the program to be delivered in 2024.

Position Overview

Position Title	NT Regional Program Manager
Role Objective	The Regional Program Manager is responsible for the overall management and quality assurance delivery of the NASCA NT program, including all core activities relating to the program's planning, delivery and evaluation. The Program Manager is responsible for the coordination, training and support of NASCA Team Leads and volunteers, planning and managing the delivery of NASCA approved school and community engagement activities, and the collection of data and stories to inform ongoing program evaluation and continuous improvement.
Reports To	NASCA Program Director
Location	Mparntwe (Alice Springs), Northern Territory
Employment Status	Full Time (Part Time will be considered)
Remuneration	Base salary of \$90K- \$100K subject to skills and experience, plus superannuation and optional salary packaging benefits.
Allowances and other Benefits	35 hour working week; statutory leave provisions; 1 day of cultural or ceremonial leave per year.
Ideal Start Date	ASAP



About NASCA

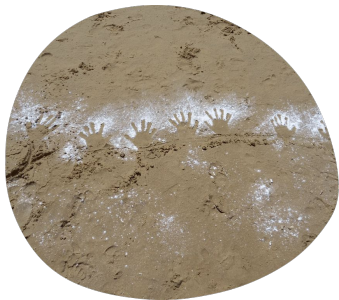
Founded in 1995, NASCA is proudly 100% Indigenous-led and governed.

We empower young Aboriginal and Torres Strait Islander people to be proud, strong and successful.

We support student education and wellbeing through connection to culture and community. Our role models deliver programs that engage young people through culture, sports and arts to inspire growth, achievement and success.

Our Vision

A proud, prosperous, healthy Australia, where Aboriginal and Torres Strait Islander young people thrive.



Our Values



INTEGRITY - NASCA operates an ethical, legal, accountable, diligent and transparent organisation.



EXCELLENCE - NASCA strives for the highest achievement in all aspects of our work, across our individual and community action.



TRUST - NASCA's value of trust is realised in our openness and honest approach, creating positive relationships with our young people, communities, partners and funders.



CULTURAL PRIDE & INCLUSION - Pride in our Aboriginality permeates throughout our work, informing our programs and activities and inspiring our young people to strengthen and enhance their cultural identities.



COLLABORATION - NASCA values the contributions made by community organisations, individuals and professionals to realise positive social change for Aboriginal and Torres Strait Islander young people.



The Role

The NT Regional Program Manager will:

- Deliver the NASCA NT Program in remote communities in accordance with the requirements of our funding agreement.
- Coordinate, train and support NASCA Team Leads and volunteers
- Engage regularly with schools and communities to plan activities that respond to local needs, are aligned with NASCA's values and are delivered using NASCA NT program approved resources
- Use NASCA NT program approved evaluation tools to collect data and stories from relevant stakeholders including schools, volunteers, students and community members to inform ongoing program evaluation, meet reporting requirements and create opportunities for continuous program improvement.
- Develop and maintain meaningful remote and regional level relationships with key stakeholders including remote schools, communities, NT Government Departments, NT youth programs and other relevant local services, NASCA support team, and NT program partners.

Must Haves

- Relevant qualification or experience in education, community development/management, social sciences, sport/recreation, health, Indigenous studies, health or similar field.
- Experience managing a team.
- Understanding of issues facing young Aboriginal and Torres Strait Islander people.
- Cross cultural competency and awareness training and passion for social justice and equality.
- Drivers Licence.
- Working with Children and AFP clearances.
- Current First Aid qualifications, or the willingness to undertake and maintain qualification.

Typical Activities

- Communication with Program Leads and ongoing coordination, training and support for their involvement in remote community program delivery.
- Interviewing prospective volunteers, managing their induction and training.
- Regular engagement with School Principals and key teaching staff in remote communities and ensuring alignment with school priorities and NT curriculum.
- Regular engagement with remote communities to share information about the NASCA NT program and learn about local needs.
- Ensuring the appropriate use of NASCA NT program approved resources
- Overseeing the coordination of program resources including volunteers, travel requirements, program materials, logistics with support from the NT Program Lead.
- Distributing post program survey tools and maintaining records of essential program data for evaluation and reporting purposes.
- Operating as a Program Lead in one of the remote communities where required during community visits.



PRIMARY PURPOSES OF THE ROLE

- **Program management:** Overall management and quality assurance delivery of the NASCA NT program, including all core activities relating to the program's planning, delivery and evaluation in the agreed remote schools and their communities.
- **Ongoing remote schools and community engagement:** Consistently engage with schools and communities throughout the year to plan activities that respond to local needs and have clear alignment to relevant areas of the NT education engagement strategy.
- **Program planning and delivery:** Plan and ensure the quality of in school and community activities are aligned with NASCA's values and delivered using NASCA NT program approved resources.
- **Team Lead engagement:** Coordinate the allocation of Team Leads to enable the delivery of in school and community engagement activities. This includes leading the coordination, training and ongoing support for the involvement of Team Leads.
- **Volunteer engagement:** Manage volunteer recruitment processes with support from the Program Director, and lead on the management and delivery of volunteer induction processes and training.
- **Evaluation, reporting and continuous improvement:** Use NASCA NT evaluation tools to collect data and stories from relevant stakeholders including schools, volunteers, students and community members to inform ongoing program evaluation. This includes leading on funder reporting requirements with support from the Program Director and implementing opportunities for cycles of continuous program improvement.
- **Logistics support:** Liaise with NASCA program support teams to ensure coordination of any required travel, accommodation and catering logistics for program delivery teams.
- **Program communications:** Produce or contribute to a wide variety of written materials to support the NT program; including government submissions, other funding proposals, program marketing materials, business cases, and board papers.
- **Program growth:** Support the identification and planning for new offerings for the NASCA program. This may include establishing new program delivery sites.

DESIRED SKILLS AND EXPERIENCE

- Program management and implementation; strategic program design, review, analysis and reporting.
- Team management; experience in developing the capability and engagement of a team and conflict management
- Management and acquittal of program budgets
- Writing for business, government and other funders using a variety of formats.
- Stakeholder engagement and relationship management, communication and interpersonal skills.
- Strategy development and planning in a national organisation or in a wide-scale context.
- Experience and knowledge of Aboriginal and Torres Strait Islander education programs for young people (ages 5-18 years).
- Experience with engaging with Aboriginal and Torres Strait Islander communities and organisations.
- Understanding and practice of respect for people across a range of backgrounds and cultures.
- Excellent facilitation and presentation skills for a range of audiences, including young people.
- Excellent organisation and effective time management, able to manage competing priorities; Proactivity with a high degree of autonomy, initiative, and problem solving

Selection Criteria

Please start your application by providing a summary of how your experience demonstrates your ability to meet the primary purposes of the role as listed on slide 5 (max. 300 words).

Please also tell us about your:

1. Relevant qualifications or experience in education, community development/management, social sciences, sport/recreation, health, Indigenous studies, health or similar field.
2. Knowledge and understanding of issues facing Aboriginal and Torres Strait Islander people, and experience working with Aboriginal and Torres Strait Islander young people.
3. Excellent interpersonal skills and the ability to build relationships and to work in partnership with schools and diverse community groups.
4. Demonstrated and excellent people management, collaboration, training, and conflict resolution skills.
5. Excellent reporting and analysis skills with experience in data management and evaluation.
6. Proven program design and facilitation skills of culturally-appropriate small and large group activities for young people and communities.
7. Willingness to travel to program sites and undertake week-long residential programs.
8. Demonstrated ability to work effectively in a dynamic, highly demanding environment with competing deadlines and priorities without supervision.

*First Nations people are
strongly encouraged to apply*



How to Apply

Submit a completed application as soon as possible

Applications will be reviewed on submission

Please include the following:

1. Cover Letter - that tells us about you, why you want to work at NASCA and what key attributes, skills and experience you would bring to the role of NT Regional Program Manager. Share your story. (One page)
2. CV - that includes relevant experience to make it easier for us to work out how your experience matches what we're looking for. Please include references and your contact details.
3. Response to the Selection Criteria including examples. If you find it hard to answer a question because you don't have direct work experience, show us that you are capable of doing the job because you have applicable skills and knowledge.
(Maximum three pages)
4. Your NT Working With Children Clearance (Ochre Card) number or application number.

Send everything to:

jobs@nasca.org.au

For more information:

Contact NASCA's People and Culture Manager, Jenna Moss, on 0447 903 859.