

Job Pack

NASCA Team Leader, Muswellbrook



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.



About NASCA

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

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.



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.

Position Overview

The Team Leader will manage and support Program Leads in delivering the NASCA Academies for their school site. This includes program and project planning, staff management and coordination, data collection and undertaking and overseeing Program Lead tasks.

The Team Leader will work with students enrolled in the NASCA Academies to improve school attendance and ultimately school performance, develop career pathways and work-ready skills, and strengthen cultural pride and identity through life skills, personal development and long-term resilience.

Position Title	Team Leader
Reports To	Eastern Regional Program Manager
Location	Muswellbrook, NSW
Employment Status	Full Time
Remuneration	Specific salary to be negotiated based on qualifications and experience, plus superannuation and optional salary packaging benefits.
Allowances and other Benefits	35 hour working week; 4 weeks total leave per year; Employee Assistance Program; Training & Development Allowance; 1 day of cultural or ceremonial leave per year.

Position Overview cont.

A Team Leader

- Manages and mentors Program Leads in their role.
- Organises program resources, events, and activities.
- Develops and maintains meaningful relationships with stakeholders, staff, and NASCA Management.
- Works with Program Leads to achieve reporting requirements as required for the NASCA school site.
- Manages a set budget within requirements for delivery of the program.
- Works closely with Aboriginal Support staff at the school site, (i.e. AEO) to ensure a holistic support approach is in place for NASCA young people.
- Represents NASCA at AECG and Community event meetings as required.

Essential Criteria

- Qualifications or experience in one of the following disciplines: Indigenous organisations, teaching, social sciences, youth and community services, Indigenous studies, coaching, or health.
- Drivers Licence.
- Working with Children and AFP clearances.
- Understanding of issues facing young Aboriginal and Torres Strait Islander people.
- Experience in people management and team leading.

Typical Day

- Working with students enrolled in the NASCA Academies in NSW to improve school attendance and ultimately school performance, develop career pathways and work-ready skills.
- Facilitating a daily check-in with your site Program Leads to review daily priorities, responsibilities, and ways of working.
- Coordinating the weekly activities and timetable for your school site.
- Meeting with the Regional Program Manager as required.
- Meeting with your School Principal and community members about the NASCA program and school priorities.
- Manage leave of the program team onsite.

Primary Purpose of the Role

- Deliver NASCA programs in schools including program planning and implementation.
- Design and implement program content, materials, and resources – including writing lesson plans and content for young people.
- Manage a small team in delivering the NASCA program at their school site.
- Support Program Lead professional, capability, and leadership growth using employee development plans, in collaboration with Regional Program Managers.
- Facilitate community activities, e.g. fostering opportunities for cultural workshops with community organisations
- Manage the school site budget, and report on site spend.
- Lead on the evaluation and impact measurement for program outcomes by collecting qualitative and quantitative data to meet program KPIs
- Complete other duties as required.

Desired skills and experience:

- People management and team collaboration, coaching skills, team development, and conflict resolution;
- Stakeholder engagement and relationship management; strong communication and interpersonal skills.
- Experience with engaging with Aboriginal and Torres Strait Islander young people, communities and organisations.
- Program and project review, analysis and reporting.
- Facilitation skills, presenting or public speaking skills
- Budgeting and financial management.



How to Apply

Applications are reviewed upon submission.



Submit a completed application via email to jobs@nasca.org.au
You will need to send **the items listed below** to be considered:

1. **Resume** - including 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.
2. **Cover Letter** - tell us about you, why you want to work at NASCA and what key attributes, skills and experience you would bring to the role of NASCA Team Leader with reference to the roles essential criteria. Share your story.

For more information: contact the NASCA team on 02 8399 3071 or via jobs@nasca.org.au



Thank you

Level 2 Gadigal House
180 George Street
Redfern NSW 2016
T 02 8399 3071
E admin@nasca.org.au

NASCA.org.au