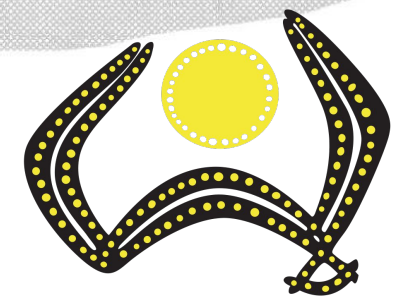


NASCA Deputy CEO Job Pack



NASCA
CULTURE EDUCATION COMMUNITY

Our Vision

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

We empower Aboriginal & Torres Strait Islander young people to:

- Strengthen cultural pride and identity
- Improve social and emotional well-being
- Improve school attendance, performance and attainment
- Develop specific career pathways and work ready skills
- Build life-skills, personal development and long term resilience

**In 2022 & 2023:
NASCA had over
95% graduation
rate, compared
to NSW average
of 43%**




Who we are

- NASCA is a 100% Indigenous governed and led organisation with 95% of program staff identifying as Indigenous.
- Established in 1995 we have supported over 17,000 young people.
- In 2023, we supported over 1,500 young people.
- We work across New South Wales with 16 Young Women's Academies, five Co-Ed Academies and in nine remote communities across the Northern Territory.

What we do

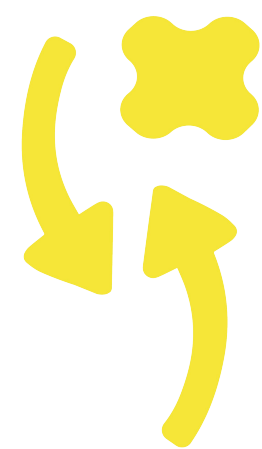
- We connect our young people to **CULTURE**, to build a sense of belonging, and increase self-esteem which leads to improved social and emotional well-being.
- We support young people in their **EDUCATION**, mentoring and helping them to build pathways for future educational and employment opportunities.
- We are by **COMMUNITY**, for Community. Our staff have the lived experience and shared cultural knowledge to provide the right support to the young people they work with.



Our unique approach means our young people experience better outcomes in:

- Connection to Culture
- Wellbeing
- Education and employment

[NASCA: Culture, Education, Community](#)



Position Overview

The Deputy CEO will support the CEO to provide strategic leadership for NASCA ensuring that our services are delivered to the highest standards of quality and performance, fulfilling our mission and core values, and leading by example.

The Deputy will work alongside the CEO to establish strong relationships and to provide strategic leadership and direct management for the Operations Team, Finance, Governance and Government Relations with indirect oversight of the Senior Management Team.

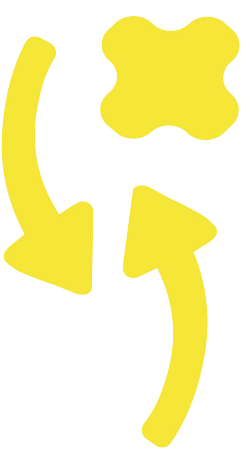
The Deputy CEO must have an understanding of issues associated with First Nation inequalities and a strong commitment to social justice. They should possess strategic planning and business knowledge to contribute to the organisation's success. Advanced skills in reporting, data analysis, and the ability to work across Operations, Finance, and Governance are essential. The ideal candidate will be highly motivated, self-driven, and demonstrate initiative in their work.

Position	Deputy CEO (identified position)
Reports to	CEO
Location	Redfern
Employment Status	Full-time - 35 hours/week
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'd

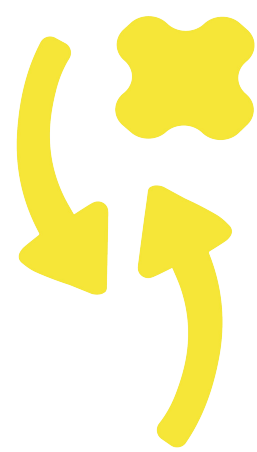
Key Responsibilities

1. To report to the CEO and proactively engage in reflective supervision.
2. To lead on key partnerships with particular focus on government contracts and acquittals and developing strong government relationships and submissions as required.
3. To have oversight of the Senior Management Team, nurturing a collaborative and supportive team culture.
4. To prepare and present (as required) Board papers and reports to support the Board to effectively govern the organisation, including ORIC compliance.
5. To ensure the maintenance and further development of key performance indicators to measure the organisation's impact and ensure contracts are delivered to a high standard, meeting all funding requirements.
6. To ensure the establishment of mechanisms for listening to the views of those we support, stakeholders and the local community to inform new academies and to develop both Business and Development Plans in conjunction with the CEO and Senior Management Team.
7. To develop relationships to deliver the organisation's ambitions and to provide support to the CEO and Senior Management Team to secure partnerships and grants from funding bodies.
8. To have effective line management of the Operations Team and the Finance Director and ensuring the the teams are operating at best practice.
9. To take strategic responsibility for implementing quality assurance ensuring that policies and procedures are consistently implemented across services, meeting contractual and legal expectations.
10. To ensure the development and maintenance of appropriate internal recording and information systems, monitoring and data collection.



Desired skills and experience:

1. Excellent strategy and planning skills with experience developing and implementing organisational strategies.
2. Strong stakeholder engagement and relationship development skills with experience establishing and strengthening relationships.
3. Enterprise strategy and planning skills with operational experience.
4. Good writing skills with experience writing business proposals government submissions and reports.
5. Deep experience with engaging with Aboriginal and Torres Strait Islander communities and organisations.
6. Excellent organisational and effective time management skills with experience managing competing priorities.
7. High level proactivity with high degree of autonomy and initiative.



Key selection criteria:

1. Deep knowledge and understanding of issues facing First Nations peoples, and experience working with Aboriginal and Torres Strait Islander children and young people.
2. Demonstrated ability to work effectively in a dynamic, highly demanding environment with competing deadlines and priorities.
3. Excellent interpersonal skills, cross-cultural knowledge and the ability to build relationships and to work in partnership with diverse community groups including national level representatives of organisations and peak bodies.
4. Demonstrated ability in the areas of compliance, governance, and contract management.
5. Ability and willingness to travel, for short periods, and to participate in NASCA's programs, conduct community engagement, and support community initiatives.
6. Demonstrated excellent administrative skills, including accuracy, attention to detail, planning, time management, and delegation.
7. An excellent ability to develop and maintain effective high-level working relationships across a diverse range of stakeholders, including staff, community members and funders.

Must haves:

- Applicants must identify as a First Nation person.
- Formal qualifications in a relevant area and/or relevant management experience.
- Experience in a not-for-profit Aboriginal organisation.
- A drivers licence.
- Working with children and AFP clearances.
- Cross-cultural intelligence.
- Passion for social justice and equality for First Nation peoples.



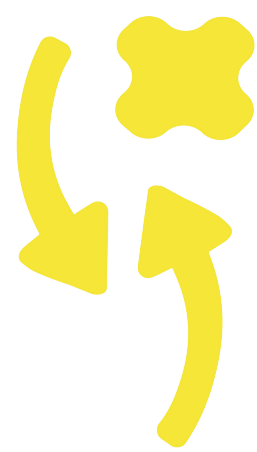
How to Apply

Please 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 Executive Officer. Share your story.
3. **Essential Selection Criteria:** Respond to each criteria by giving an example in order for us to understand your expertise. In your answer tell us how you gained your experience, what you learned, and what you have achieved.

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





NASCA VALUES

- Cultural Pride & Inclusion
- Collaboration
- Excellence
- Integrity
- Trust

NASCA
CULTURE EDUCATION COMMUNITY