

Job Pack

CLOSING DATE: 2:00PM WED 19 SEP 2018



YOUTH PROGRAM SUPPORT OFFICER

APPLICANT JOB PACK: YOUTH PROGRAM SUPPORT OFFICER



“They teach us things. Every day at school is fun with the NASCA team” Trenton Butcher, 12 yrs, Papunya.

Acknowledgment of Country

NASCA Acknowledges and pays respects 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 lands and waters. Always was, always will be Aboriginal Land.

CONTACT US

To find out more about joining our team call our Office Manager or CEO on (02) 8399 3071.

ASK a question or Email your completed application to: jobs@nasca.org.au

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NASCA, which began in 1995, has had a lot to celebrate lately. We're a reshaped organisation that is on the rise. We serve over 19 communities in NSW and the NT, empowering 1,000 Aboriginal kids to reach their full potential.

We are growing, offering room for [new Youth Program Support Officer](#) to join our Dubbo team.

NASCA, a leading service provider – can offer you the opportunity to make a difference in the lives of Aboriginal and Torres Strait Islander kids. You'll be immersed in diverse projects that keep you challenged every day, and surrounded by teammates who share your values and dedication. You'll collaborate with a multi-functional team to engage, mentor and inspire kids.

If you're a motivated team player, eager to make an impact within NASCA and the Australian community, join us.



INTRODUCTION

YOU WILL:

- be based in Dubbo, NSW
- facilitate and present workshops for young learners.
- be responsible for expanding our programs and project coordination.
- improve, design and establish program content and NASCA services.
- manage relationships with community and other stakeholders.
- hold high level analytical and review skills in evaluating and measuring social impact.
- be available to work between 7am – 7pm and from time to time to work weekends and overnight to run residential programs and camps.

WE WILL PROVIDE:

- Base salary between \$45,000 – \$57,000 per annum (starting salary commensurate with experience);
- +9.5% superannuation;
- 35hr working week;
- \$15k salary sacrifice option.
- 4 weeks total leave per year, and leave loading of 17.5% of base salary, and study leave provisions;
- 1 day of cultural leave per year and ceremonial leave.

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As a NASCA Youth Program Support Officer a typical day might include the following:

- Facilitating a 2hr goal-setting workshop for a group of 16yr olds.
- Taking appropriate photos of the goal-setting workshop and emailing them to the communications team to upload on social media.
- Working with your team mates to set work priorities for the day and brainstorming new ideas for making program activities better
- Chatting with a community Elder to coordinate an upcoming cultural event.
- Recording participant data and analysing social impact results for the week.
- Preparing a sports workshop to deliver the next day for a group of 12yr olds.

This job might be for you if:

- **You enjoy solving problems.** You love taking on difficult challenges and finding creative solutions. You don't get flustered easily. If you don't know the answer, you'll dig until you find it.
- You like helping people and **working with kids.**
- You pay attention to the details. You stay focused, and **nothing falls through the cracks** on your watch.
- **You think on your feet.** You like learning new things, and you can learn quickly. When things change, you know how to adapt and roll with the punches.
- You communicate clearly. You write well. You speak eloquently. **You can explain just about anything to anyone,** and you're comfortable communicating in writing and on the phone.
- You are motivated and driven. **You volunteer for new challenges without waiting to be asked.** You're going to take ownership of the time you spend with us to truly make a difference.
- You work independently. **You set the example for high performance.** You lead with integrity and recognise and reward quality work within your team.

Nice To Haves;

- Qualifications in any of the following areas; teaching, social sciences, social work, counselling, psychology, Indigenous studies, coaching, youth & community services, or health.
- Experience in small not-for-profit Aboriginal organisation.
- A Drivers Licence.
- First Aid Certification.
- Working with Children and AFP clearances.
- Cross cultural competency & awareness.
- Passion for social justice & equality.

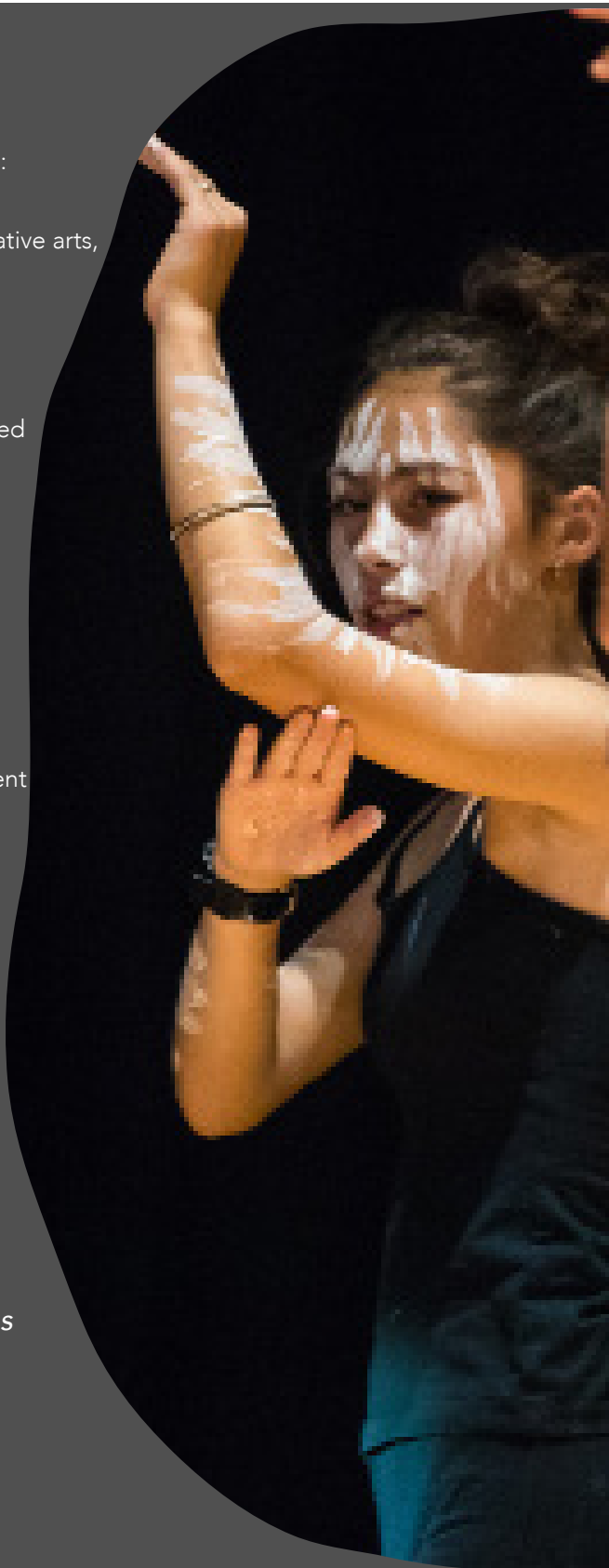
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Role Overview

The focus areas for Youth Program Support Officer include:

1. Implement and lead engagement workshops in sport, creative arts, leadership and goal setting
2. Mentor and tutor young people in class and after school
3. Prepare reports, collate data and conduct evaluations based on program performance and student achievement
4. Increase retention to Year 12 or its vocational equivalent
5. Foster cultural pride and individual resilience in program participants
6. Design and facilitate program workshops for Aboriginal & Torres Strait Islander participants including the development of program materials, written resources and team coordination.
7. Record, analyse and track program participant data in order to evaluate social impact. This includes meeting KPI targets.
8. Represent NASCA at meetings with a variety of stakeholders including funders, community members and with schools.
9. Other duties as required.

Additional information about the responsibilities can be found within the position description.



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POSITION DESCRIPTION

POSITION TITLE	Youth Program Support Officer
REPORTS TO	Program Manager
CLASSIFICATION	2.1
DIRECT REPORTS	None
LOCATIONS	Office is located in Dubbo - with school locations in Wellington & Narromine, NSW
EMPLOYMENT STATUS	Full Time – Contract (flexible hours may be negotiated for the right person)
ABOUT US	<ul style="list-style-type: none"> NASCA is a national not for profit youth organisation that has facilitated education for thousands of Aboriginal and Torres Strait Islander Australians since 1995. While having a history of community development through sport and recreation, we now work across sectors including the creative arts, education, health and well-being with Aboriginal culture and identity at the heart of what we do. We continue to increase our footprint through our growing programs each year. NASCA is governed by a volunteer Board of Directors, and has a passionate team of 17, plus 20 volunteers. With offices in Redfern and Dubbo, we enjoy excellent relationships with a range of corporate partners, all levels of Government the community and schools in which we operate.
VALUES	<p>NASCA's values represent who we are, and what we hold as most important. They include;</p> <ul style="list-style-type: none"> 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.

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<p>PRIMARY PURPOSE OF THE ROLE</p>	<p>The focus areas for this role are:</p> <ol style="list-style-type: none">1. Fostering cultural pride & individual resilience in program participants2. A depth of knowledge about the causes and consequences of Indigenous youth disengagement and strategies that successfully assist young people to stay at school and to gain employment3. Highly developed interpersonal and communication skills to liaise and build relationships with a broad range of people at all levels and from diverse backgrounds.4. Increasing retention to Year 12 or its vocational equivalent5. Preparing reports, collating data and conducting evaluations based on program performance and student achievement6. Mentoring and tutoring young people in class and after school7. Implementing and leading engagement workshops in sport, creative arts, leadership and goal setting8. Working to increase school attendance, student engagement and improving attitudes to schooling.
<p>OTHER RESPONSIBILITIES</p>	<p>DESIRED EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS</p> <ul style="list-style-type: none">• A depth of knowledge about the causes and consequences of Indigenous youth disengagement and strategies that successfully assist young people to stay at school and to gain employment• Highly developed interpersonal and communication skills to liaise and build relationships with a broad range of people at all levels and from diverse backgrounds.• Strong organisational and time-management skills, and an ability to prioritise and meet deadlines• Highly-developed administration and computer skills and competency in Microsoft Programs.• Demonstrated ability to work independently and as an effective team member to achieve goals• Experience in learning and community development, in particular for young people• Current NSW driver's license• Understanding of and commitment to the values of NASCA <p>DESIRED SKILLS AND ABILITIES</p> <ul style="list-style-type: none">• Excellent facilitation and presenting skills for a range of audiences including children, teenagers and adults.• Excellent interpersonal, communication and stakeholder engagement skills.• Organised and effective time manager able to manage competing priorities.• Proactive person with a high degree of autonomy and initiative.• Problem solving and critical thinking.• Adaptability and flexibility to develop a range of materials for a wide range of stakeholders spanning government, corporates, and community organisations <p>Employment at NASCA is conditional on candidates passing National Police and Working with Children Checks.</p>

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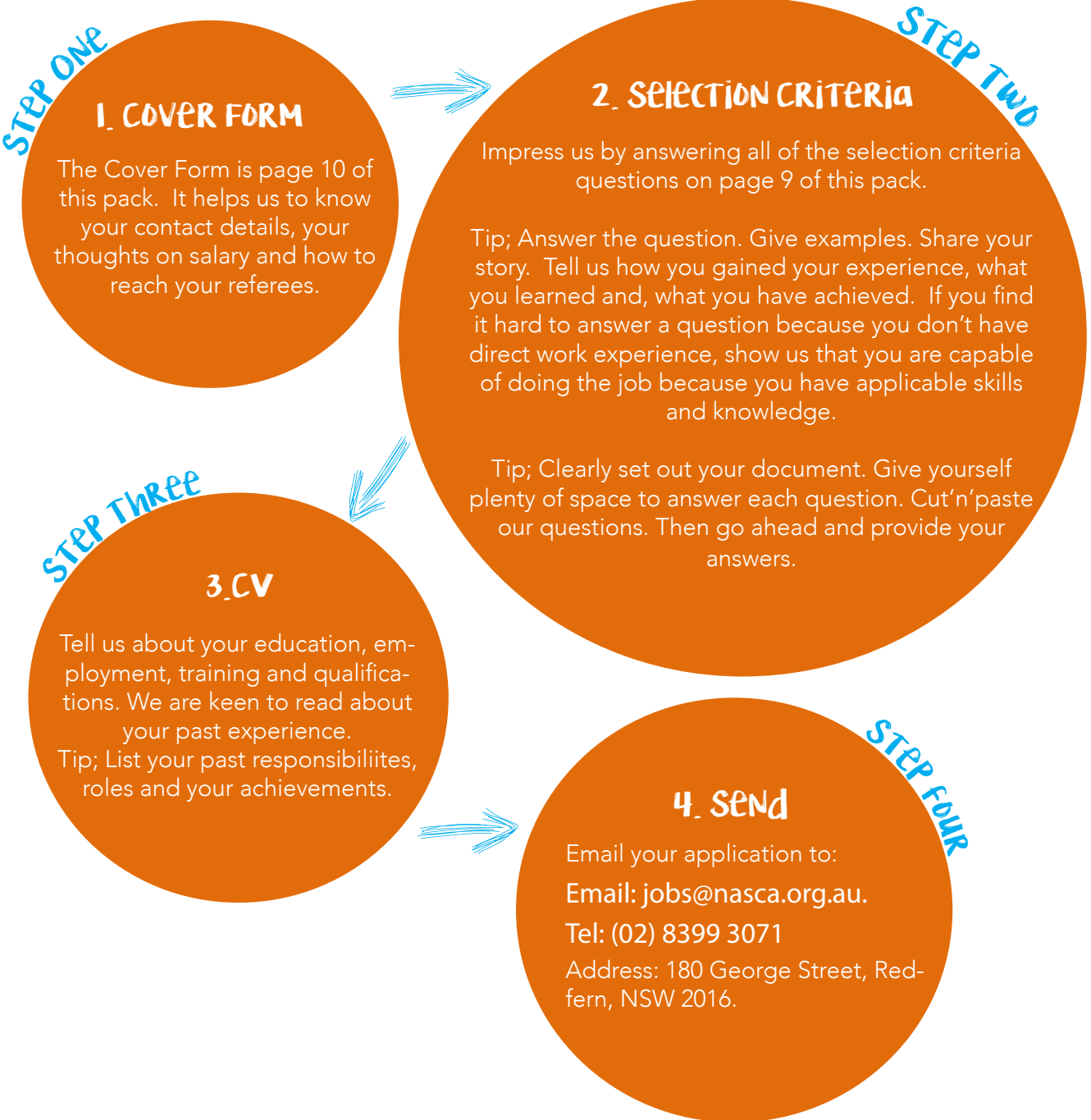
Application Process & How to Apply

Shortlist & interviews

If you make the cut, you will be shortlisted for an interview within 1-2 weeks of the closing date.

How to apply (& shine)

It may sound simple, but to be in with a shot, you need to submit a completed application. Here's how you go about it:



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Key Selection Criteria

Answer all the Selection Criteria questions + Cover Form + CV to apply.

ESSENTIAL

1. Relevant qualification or experience in Education, Community Development/Management, Social Sciences, Counselling, Sport/Health, Indigenous Studies or similar field.
2. Knowledge and understanding of issues facing Aboriginal and Torres Strait Islander peoples, and experience working with Aboriginal and Torres Strait Islander children & young people.
3. Demonstrated experience working with young people
4. Demonstrated ability to work effectively in a dynamic, highly demanding environment with competing deadlines & priorities without supervision.
5. Excellent verbal & written communication and facilitation skills.
6. Excellent interpersonal skills and the ability to build relationships and to work in partnership with schools and diverse community groups.
7. Drivers Licence and current First Aid Certification

DESIRABLE

8. *Working with Children Check NSW & NT*
9. *Cross Cultural Training and Awareness*

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APPLICANT COVER FORM

POSITION: YOUTH PROGRAM SUPPORT OFFICER		
FIRST NAME:	LAST NAME:	
ADDRESS:		
TELEPHONE:		MOBILE:
EMAIL:		
REFEREES Please provide details of three people who can speak on your behalf regarding your work history. (work references only)		
NAME	TELEPHONE	Position held/working relationship (e.g. supervisor)
What type of work are you available for?	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time
When will you be available to commence?		
What is your salary expectation for this position?		
Are you an Aboriginal and or Torres Strait Islander Australian?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
How did you find out about this position?		
<input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Ethical Jobs <input type="checkbox"/> NASCA <input type="checkbox"/> Koori Mail <input type="checkbox"/> Other:		

Ensure you complete this form+ submit your C.V. + address Selection Criteria (page 9) to be considered for this position.

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