

Job Pack

CLOSING DATE: SUNDAY 3 MARCH 2019



PROGRAM SPECIALIST



APPLICANT JOB PACK: PROGRAM SPECIALIST



“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 CEO or Office Manager 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 WA, NSW and the NT, empowering 1,000 Aboriginal kids to reach their full potential.

We are growing, offering room for a **new Program Specialist** to join our 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 Perth, with regular travel to communities in the Northern Territory and WA.
- 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.
- write high quality reports for government, business and other funders.
- manage relationships with funders, community and other stakeholders.
- hold high level analytical and review skills in evaluating and measuring social impact.
- manage teams and projects independently.
- 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 \$50,000 – \$60,000 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 Program Specialist 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 NASCA's Communication Officer to upload on social media.
- Checking in with direct reports and setting work priorities for the day.
- Chatting with a community Elder to coordinate an upcoming cultural event.
- Ironing out a payment issue for a service provider with NASCA's Finance Officer.
- Brainstorming with program co-workers to come up with new ideas for making program activities better.
- Recording participant data and analysing social impact results for the week.
- Drafting the first page of a 30 page funding report.
- 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.
- Qualifications in any of the following areas; teaching, social sciences, social work, counselling, psychology, Indigenous studies, coaching, youth & community services, or health.

Nice To Haves;

- Experience in small not-for-profit Aboriginal organisation.
- Experience in people management.
- 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 the Program Specialist include:

1. Lead the review, analysis and improvement of NASCA's education programs and services, and coordinate activities to implement ongoing service improvements and program growth. Support the identification and planning for new offerings for the Program.
2. Produce a wide variety of written materials to support NASCA's programs, including government submissions, other funding proposals, business cases and business development proposals, and board papers (NASCA's board).
3. Design and facilitate program workshops for Aboriginal & Torres Strait Islander participants including the development of program materials, written resources and team coordination.
4. Record, analyse and track program participant data in order to evaluate social impact. This includes meeting KPI targets.
5. Represent NASCA at meetings with a variety of stakeholders including funders, community members and with schools.
6. Other duties as required.

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



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POSITION DESCRIPTION

POSITION TITLE	Program Specialist
REPORTS TO	Program Manager
CLASSIFICATION	NASCA Level 3 - 4
DIRECT REPORTS	4 to 6 + Volunteers - depending on project/program delivery (NASCA operates in a multi-functional team environment)
LOCATIONS	Office base is Belmont, Perth. You will travel to work in remote communities in the NT and WA up to 6-9 times a year.
EMPLOYMENT STATUS	Full Time – Contract
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 18, plus 50 volunteers. With offices in Sydney, Perth 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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**PRIMARY PURPOSE
OF THE ROLE**

The focus areas for this role are:

1. Lead the review and analysis of NASCA's current Programs, and coordinate activities to implement ongoing service improvements and program growth. Support the identification and planning for new offerings for the Program. This may include establishing new program delivery sites.
2. Produce a wide variety of written materials to support programs, including government submissions, other funding proposals and tender responses, business cases and business development proposals, and board papers.
3. Design and implement program strategies, materials and resources – including writing program plans and content for young learners.
4. Lead the evaluation and impact measurement for program outcomes by collecting qualitative and quantitative data, to meet program KPIs including engaging with internal and external stakeholders to gather relevant information and data.
5. Support the development, implementation, monitoring and reporting of strategies and plans in relation to growing NASCA's business operations and funders to support the program growth strategy.
6. Coordinate and lead teams to deliver programs in remote WA and NT communities 3 times a year for up to two weeks (6-12 weeks in total per year).
7. Other duties as required.

**OTHER
RESPONSIBILITIES**

DESIRED EXPERIENCE, KNOWLEDGE AND QUALIFICATIONS

- Program and project planning, coordination, management and implementation.
- Teaching, presenting or working with children and young people.
- Program and project review, analysis and reporting.
- Writing for business, government and other funders using a variety of formats.
- Stakeholder engagement and relationship management.
- Strategy 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 5-18yrs).
- 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.

DESIRED SKILLS AND ABILITIES

- Excellent facilitation and presenting skills for a range of audiences including children, teenagers and adults.
- Excellent interpersonal, communication and stakeholder engagementskills.
- 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

Employment at NASCA is conditional on candidates passing

National Police and Working with Children Checks.

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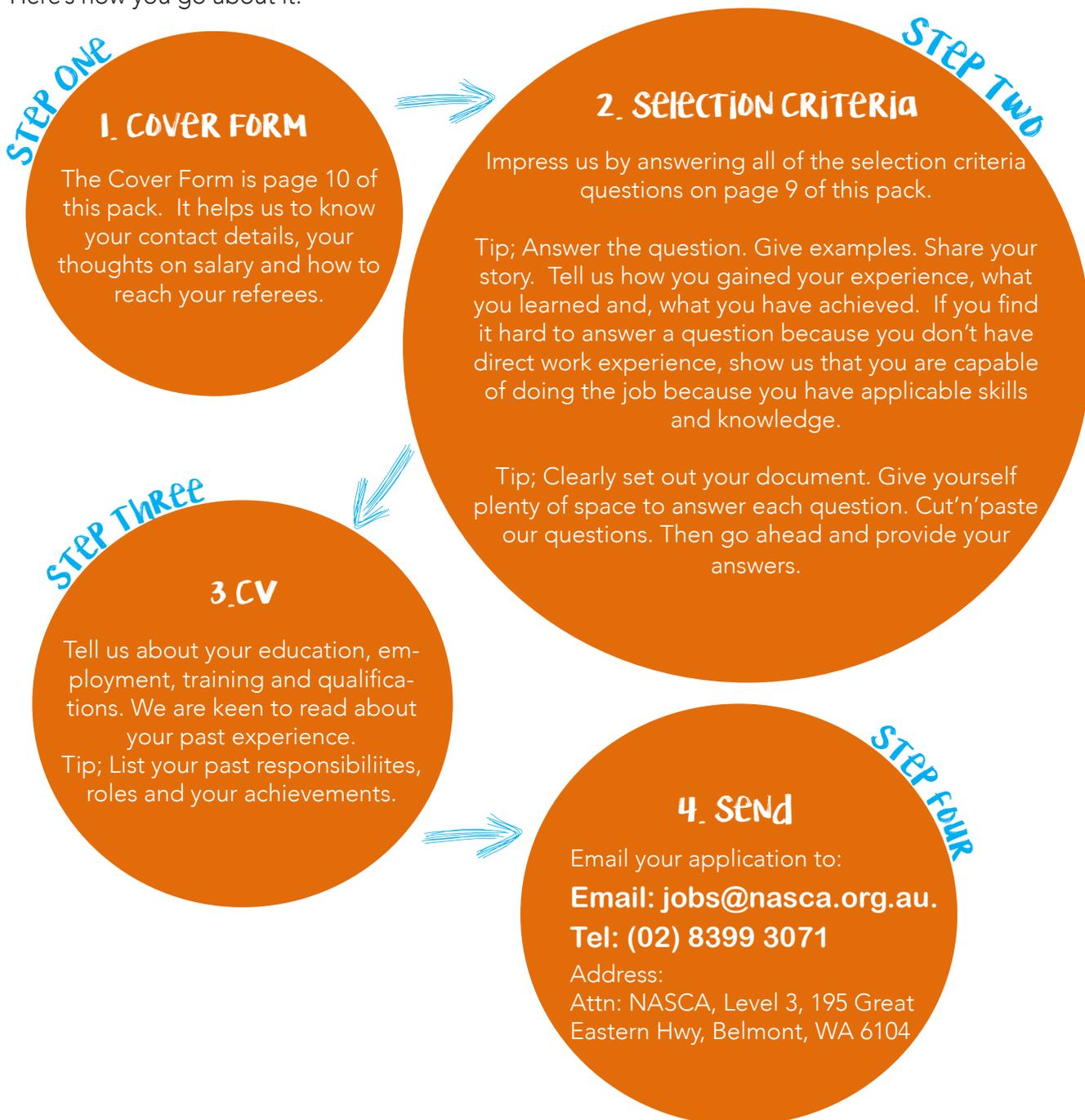
Application Process & How to Apply

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

YOU MUST: 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. At least two years demonstrated experience in developing and implementing innovative and effective strategies to motivate and engage young people.
4. Demonstrated ability to work effectively in a dynamic, highly demanding environment with competing deadlines & priorities without supervision.
5. At least two years experience in managing people, projects and or programs in a related field.
6. Excellent verbal & written communication and facilitation skills.
7. Excellent interpersonal skills and the ability to build relationships and to work in partnership with schools and diverse community groups.
8. Ability to regularly travel to and work in NT and WA remote communities to deliver NASCA's remote programs, conduct community engagement and support community initiatives.
9. Knowledge and experience in report writing, managing project budgets and conducting program evaluations.
10. Drivers Licence

DESIRABLE

11. *Current First Aid Certification*
12. *Working with Children Check WA, NSW & NT*
13. *Cross Cultural Training and Awareness*

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APPLICANT COVER FORM

POSITION: PROGRAM SPECIALIST		
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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