

National Aboriginal Sporting Chance Academy

Job Pack

Closing Date: 5PM, 27th January



YOUTH SUPPORT OFFICER

APPLICANT JOB PACK: YOUTH 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 CEO or Operations Manager on (02) 8399 3071.

Ask a question or email your completed application to: jobs@nasca.org.au

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Introduction

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 **two Program Support Officers** 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.



You will;

- Be based in Sydney, with regular travel to communities in the NT and WA.
- facilitate and present workshops for young learners.
- prepare lesson plans and coordinate resources for program delivery.
- record data and prepare draft reports.
- work in a team within schools each week.
- 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 \$53,000 – \$65,000 per annum (starting salary commensurate with experience, includes 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.



As a NASCA 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 NASCA's Marketing Coordinator to upload on social media.
- Chatting with a community Elder to coordinate an upcoming cultural event.
- 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.
- 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.
- 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.

Key Selection Criteria

You Must: Answer all the Selection Crite-

POSITION DESCRIPTION

POSITION TITLE	Program Support Officer x 2 positions
REPORTS TO	Program Manager
CLASSIFICATION	NASCA Level 3-4
DIRECT REPORTS	Nil.
LOCATIONS	Office base is Redfern. Program Support Officers work in schools in the surrounding Sydney region and may work in remote communities in the NT and WA up to four times a year.
EMPLOYMENT STATUS	Full Time or Part 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.

PRIMARY PURPOSE OF THE ROLE

The focus areas for this role are:

1. Planning and implementation of engaging program activities
2. Building lasting relationships with young people from a variety of cultural and socio-economic backgrounds.
3. Creating a welcoming and safe environment to encourage active participation and program growth.
4. Support and encourage youth to pathways for further education, employment and training.
5. Mentor youth to better health and well-being and Cultural Pride & Identity empowerment.
6. Support youth either individually or in group settings, using partnership, strengths-based and Youth-centred approaches.
7. Support and maintain strong networks, service delivery partnerships, including for the delivery of group activities, and effective referral pathways.
8. Ensure young people remain engaged with education and/or pathways to employment.
9. Collect and record data and information for the purpose of accountability, evaluation and reporting requirements.
10. Adhere to privacy and confidentiality policies as outlined in NASCA's Staff Handbook.
11. Promote and maintain safe work practices in accordance with NASCA's OH&S policies.
12. Involve the Program Manager and other relevant staff members on any decision making process that has direct impact on NASCA programs, brand and reputation.
13. Ensure accountability and continuous quality improvement by contributing to reporting and information exchange within NASCA.
14. Any other duties relevant to the position as delegated by Management, such as accessing supervision, attendance at meetings, events and workshops and supporting and training volunteers.

Attributes for all NASCA Employees

- Ability to self-reflect and work in partnership.
- Focus on Outcomes.
- High level of communication, organisational and leadership skills.
- Professional approach and personal accountability
- Ability to demonstrate initiative and work under pressure
- Ability to plan and manage work independently
- Ability to maintain confidentiality of information
- Respect for individual differences and dignity
- Demonstrated commitment to learning, developing skills and sharing knowledge and information
- Ability to adapt to change
- Working safely
- Apply NASCA's Values to all aspects of your work.

Employment at NASCA is conditional on candidates passing

National Police and Working with Children Checks.

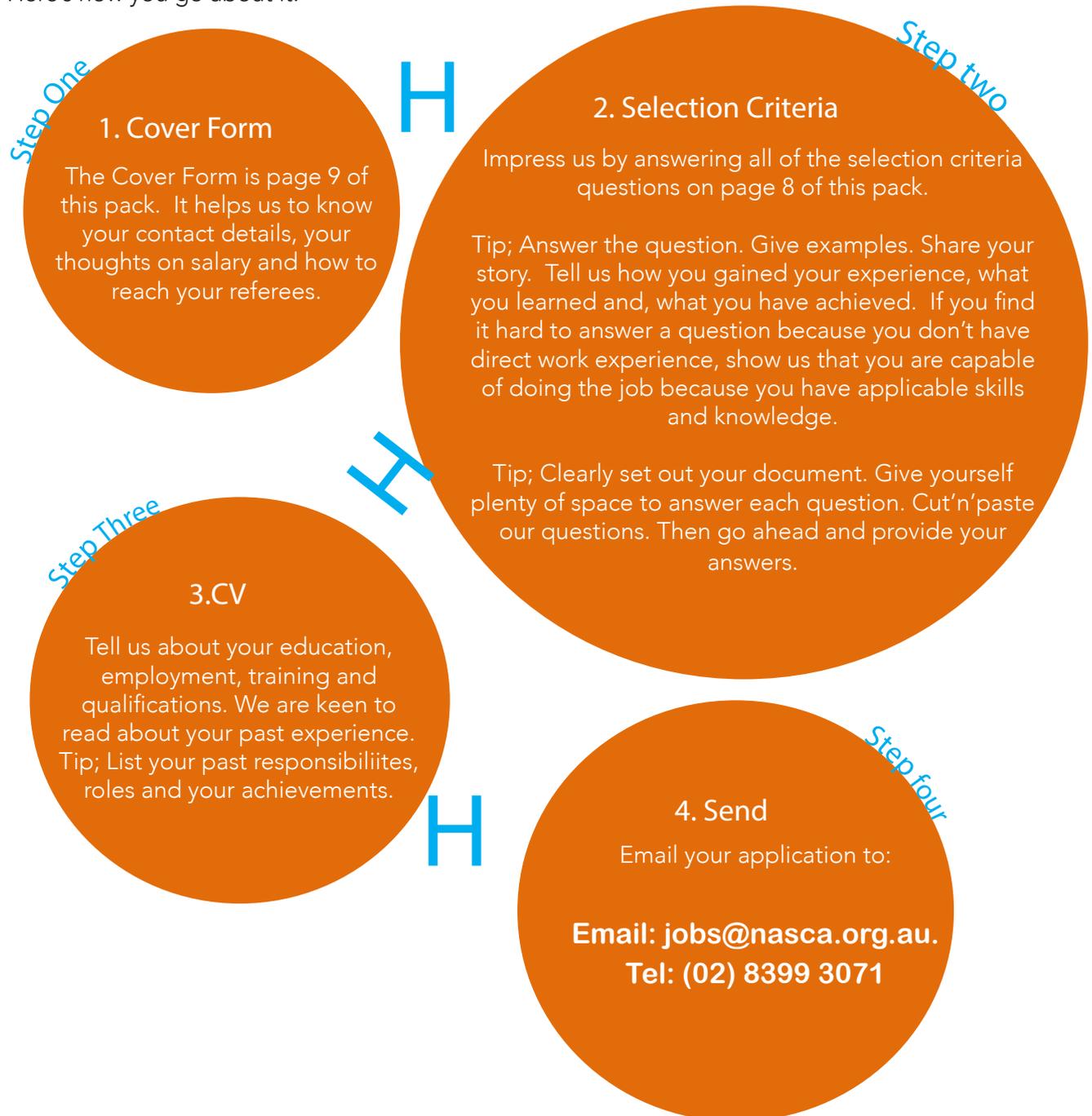
Application Process & How to Apply

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:





ria 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 ability to work effectively in a dynamic, highly demanding environment with competing deadlines & priorities without supervision.
4. Excellent verbal & written communication and facilitation skills.
5. Excellent interpersonal skills and the ability to build relationships and to work in partnership with schools and diverse community groups.
6. 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.
7. Proven facilitation skills of small and large group activities for children and young people.
8. Knowledge and experience in group processes and facilitation, especially with vulnerable Youth.
9. Willingness to travel to program sites across Sydney on a weekly basis and occasional interstate travel as directed.
10. Drivers Licence

DESIRABLE

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

Employment with NASCA is conditional on candidates passing National Police and Working with Children Checks.

APPLICANT COVER FORM

POSITION: 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 8) to be considered for this position.