



# NASCA JOB PACK

# Program Lead

*Canobolas, NSW*



We empower Aboriginal and Torres Strait Islander young people to identify and shape a future of their own choosing, using education, life-skills and cultural pride.

## Position

<b>Position Title</b>	Program Lead
<b>Role Objective</b>	To work with students enrolled in the NASCA Young Women's Academies in NSW 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.
<b>Reports To</b>	Regional Program Manager, Western NSW
<b>Location</b>	Canobolas, NSW
<b>Employment Status</b>	Full Time
<b>Remuneration</b>	Base salary of \$65K per annum, 10% superannuation, and up to \$15,990 salary packaging option.
<b>Allowances and other Benefits</b>	35 hour working week, leave loading of 17.5%, 1 day of cultural or ceremonial leave per year, statutory leave provisions.
<b>Ideal Start Date</b>	ASAP



## Our Values

NASCA's values represent who we are, and what we hold as most important



**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.

## Our Vision

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

## Our Team

NASCA is 100% First Nations governed and lead. We have a passionate team of 50 staff (full and part time) and 30+ volunteers located across NSW & the NT, with office sites in Sydney, Dubbo and Alice Springs, and delivery sites in 20+ schools in regional and remote locations.

We enjoy excellent relationships with a range of corporate partners, all levels of Government, the community and schools in which we operate.

## Our History

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 education, health and wellbeing, and the creative arts, with Aboriginal culture and identity at the heart of what we do.





# The Role

## A Program Lead:

- Mentors and supports First Nation students aged between 12-18yrs, including facilitating and presenting workshops, and providing in-class tutoring and outside class assistance.
- Supports students through cultural and physical education activities, life skills and school engagement activities, excursions and community engagement.
- Prepares lesson plans and coordinates resources for program delivery, and collects data about the student outcomes for reporting purposes.
- Works in a team within schools, and from time to time works weekends and overnight to run residential programs and camps.
- Reports to and is supported by the Regional Program Manager, Western NSW.

## Must Haves

- Qualifications or experience in one of the following disciplines: 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.

## Typical Day

- Providing in-class support to students to support their learning.
- Facilitating a hands on and engaging 1hr pre-determined workshop for students based on the NASCA values.
- Liaising with School staff on a student-specific need.
- 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.
- Taking appropriate photos for social media.
- Collecting attendance data about student outcomes for reporting and to improve the program delivery.

# Overview

## PRIMARY PURPOSES OF THE ROLE

- Deliver NASCA programs in schools including program planning, coordination and implementation.
- Maintain meaningful relationships with community members and stakeholders.
- Design and implement program content, materials, and resources – including writing lesson plans and content for young learners.
- Undertake, as required, daily bus pickups and drops off.
- Provide mentoring and assessment support such as in Class and outside class academic Support, eg. 1 to 1 tutoring/mentoring.
- Provide NASCA Life Skills and School Engagement activities, eg. cooking, creative arts, leadership, CV creation, goal setting, job-ready skills.
- Provide, as required, a healthy breakfast program to NASCA students.
- Organise physical education activities that include Traditional Indigenous Games.
- Organise after school and weekend activities and excursions.
- Facilitate community activities, eg. fostering opportunities for cultural exchange between community, NASCA and school.
- Create Personalised Learning Pathway Plans for NASCA students.

## DESIRED SKILLS AND EXPERIENCE

- Program and project planning, coordination, management and implementation.
- Facilitation skills, presenting or working with children and young people.
- Stakeholder engagement and relationship management.
- 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.
- Excellent interpersonal and communication skills.
- Excellent organisation and effective time management, able to manage competing priorities.
- Proactivity with a high degree of autonomy and initiative.
- Problem-solving and critical thinking.
- Qualifications in one of these areas: teaching, social sciences, Indigenous studies, coaching, youth and community services, or health.

# Selection Criteria

## Tell us about your:

1. Experience working with young people (particularly Aboriginal and Torres Strait Islander young people).
2. Relevant professional knowledge, education and work experience.
3. Knowledge and understanding of challenges faced by Aboriginal and Torres Strait Islander young people.
4. Experience with program creation and implementation for young people.
5. Experience in working with a team and your ability to be flexible and adaptable.
6. Excellent interpersonal and communication skills and the ability to build relationships and to work in partnership with schools and diverse community groups.
7. Knowledge and experience in group processes and facilitation, especially with First Nations young people.
8. Personal commitment to the vision and values of NASCA.

*First Nations people are strongly encouraged to apply*

# How to Apply

## Submit a completed application as soon as possible.

Applications will be reviewed on submission

Please include the following:

1. Cover Letter - that tells us about you, why you want to work at NASCA and what key attributes, skills and experience you would bring to the role of Program Lead. Share your story. (One page)
2. CV - that includes 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.
3. Response to the Selection Criteria including examples - if you find it hard to answer a question because you don't have direct work experience, show us that you are capable of doing the job because you have applicable skills and knowledge. (Maximum three pages)
4. Your Working With Children Clearance number or application number.

## Send everything to:

[jobs@nasca.org.au](mailto:jobs@nasca.org.au)

## For more information:

Contact the NASCA team at 02 8399 3071, or via [jobs@nasca.org.au](mailto:jobs@nasca.org.au)