



NASCA JOB PACK

Team Leader

Bourke, 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

Position Title	Team Leader
Role Objective	The Team Leader will manage and support Program Leads in delivering the NASCA Academies for their school site. This includes program and project planning, staff management and coordination, and undertaking Program Lead tasks.
Reports To	Regional Program Manager, Western NSW
Location	Bourke, NSW
Employment Status	Full Time
Remuneration	Base salary of \$70K per annum, 10% superannuation, and up to \$15,990 salary packaging option.
Allowances and other Benefits	35 hour working week, leave loading of 17.5%, 1 day of cultural or ceremonial leave per year, statutory leave provisions.
Ideal Start Date	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 Team Leader

- Manages, mentors, and coaches Program Leads in their role.
- Organises and coordinates across program resources, events, and activities.
- Develops and maintains meaningful relationships with stakeholders, staff, and NASCA Management.
- Works with Program Leads to achieve reporting requirements as required for the NASCA school site.
- Works to a set budget and within requirements for delivery of the program.
- Works closely with Aboriginal Support staff at the school site, (ie. AEO) to ensure a holistic support approach is in place for NASCA young people.
- Represents NASCA at AECG and Community event meetings as required.

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.
- Experience in people management and team leading.

Typical Day

- Working with students enrolled in the NASCA Academies in NSW to improve school attendance and ultimately school performance, develop career pathways and work-ready skills.
- Facilitating a daily check-in with your site Program Leads to review daily priorities, responsibilities, and ways of working.
- Coordinating the weekly activities and timetable for your school site.
- Meeting with the Regional Program Manager as required.
- Meeting with your School Principal and community members about the NASCA program and school priorities.
- Manage leave of the program team onsite.

Overview

PRIMARY PURPOSES OF THE ROLE

- Deliver NASCA programs in schools including program planning, coordination and implementation.
- Design and implement program content, materials, and resources – including writing lesson plans and content for young learners.
- Manage and lead a small team of Program Leads in delivering the NASCA program at their school site.
- Support Program Lead professional, capability, and leadership growth using employee development plans, in collaboration with Regional Program Managers.
- Review and manage team and individual employee outcomes.
- Facilitate community activities, eg. fostering opportunities for cultural exchange between community, NASCA and school.
- Develop and maintain meaningful relationships with local community organisations such as school, AECG, and Lands Council, and represent NASCA at community events and meetings as required.
- Manage school the site's budget, and report on site spend.
- Lead on the evaluation and impact measurement for program outcomes by collective qualitative and quantitative data to meet program KPIs including engaging with internal and external stakeholders to gather relevant information and data.
- Complete other duties as required.

DESIRED SKILLS AND EXPERIENCE

- People management and team collaboration, coaching skills, team development, and conflict resolution;
- Experience in developing the capability and engagement of a team.
- Stakeholder engagement and relationship management; communication and interpersonal skills.
- 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.
- Program and project planning, coordination, management and implementation; Program and project review, analysis and reporting.
- Facilitation skills, presenting or working with children and young people.
- Problem-solving and critical thinking.
- Budgeting and financial management.
- Understanding and practice of respect for people across a range of backgrounds and cultures.

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. Excellent interpersonal skills and the ability to build relationships and to work in partnership with schools and diverse community groups.
5. Demonstrated and excellent people management, collaboration, coaching, and conflict resolution skills.
6. Knowledge and experience in group facilitation and program creation, especially with First Nations young people.

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

For more information:

Contact the NASCA team at 02 8399 3071, or via jobs@nasca.org.au